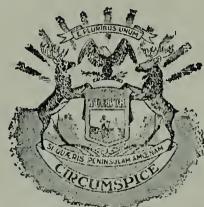


STATE OF MICHIGAN
Department of Public Instruction
LANSING

Explanation of School Laws of Michigan

DIGEST, FORMS, PROCEDURE



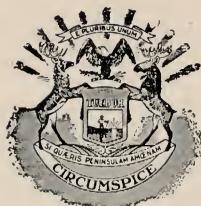
BULLETIN NO. 13

Published by
THOMAS E. JOHNSON
Superintendent of Public Instruction
1919

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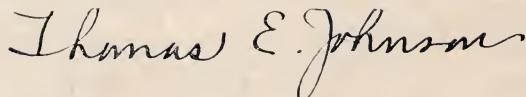
LANSING, December 1, 1919.

To the School Officers of Michigan:

This bulletin is prepared with the idea of presenting clearly and concisely a digest of the more important school laws and rulings with such forms and procedures as may be necessary to carry out the provisions of the law. It is to be used supplementary to the complete 1919 Revision of the School Laws. All the laws given apply to primary districts and also to graded and township unit districts unless different provision is made in the laws under which the latter are organized. Simple instructions are also given as to proper keeping of district books and the making out of the annual reports. It is the intention of the Department that every school officer in the state shall have one of these bulletins and additional copies will be sent upon application. By carefully reading the bulletin and by reference to it, school officers should have little difficulty in understanding the laws which govern their actions and their districts. The figures following the word "section" refer to the sections of the Compiled Laws or to the Public Act number so that when desired the entire law can be referred to by use of the latest edition of the General School Laws. The figures given for pages refer to this digest.

I feel that the school officers of the state are becoming much more familiar with school laws and that is working to advantage in our school system. The trend of legislation has been toward giving more and more power to the school officers and I believe that you should realize your powers and use them judiciously for the betterment of the schools. Seeking your cooperation to raise the schools of Michigan to a high standard, I am,

Yours sincerely,



•Superintendent of Public Instruction.

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D I G E S T

DIGEST OF SCHOOL LAWS

Annual School Meetings

The annual school meeting must be held on the second Monday of July unless the district by a majority vote of the legal voters present at an annual or special meeting called for that purpose, vote to hold their annual meeting on the fourth Monday of July. Section 5661.

(NOTE: Some of the school districts of the state are organized under special acts. If a district is organized under a special act the voters cannot change the time provided in such act for holding the annual meeting. It must be held on that date.)

If any district fails to hold its annual meeting on the regular date or fails on that date to adjourn it to a definite date, it cannot be held later.

The director should post three notices at least six days previous to the annual meeting. The notices must give the date, hour and place of the meeting.

(NOTE: No annual meeting shall be deemed illegal for want of due notice unless it is apparent that the posting of the notice was purposely omitted.)

(See page 47 for the proper form of notice to be used for the annual meeting.)

If only two qualified electors are present they are a sufficient number to conduct the annual meeting, one to act as chairman, the other as clerk. These electors may or may not be school officers.

The moderator if present is the chairman of the meeting; the director if present is the secretary and keeps the record of the meeting. When either or both are absent, the electors select some one to act in the place of the one absent, during the meeting. The records of the meeting, if taken by some other person than the director, must be turned over to the director to be recorded.

The order of business:

I. The chairman calls the meeting to order at the time specified in the notices.

II. The secretary reads the minutes of the last annual meeting and all special meetings of the school district during the year.

III. (a) The director reads his report. (See pages 21-22 under duties of director which tells what this report must contain.)

(b) The school board's report is read by the director or some other member. Section 5679. (See pages 18-19 for model form of board's report.)

(c) Committees report if there are any to report.

IV. Election of school officers. Election must be by ballot. Section 5668.

V. Fixing the salary of the officers. (The voters at the annual meeting determine the salary of each officer for the school year following the annual meeting. It cannot be done at any other time.) Section 5676

The salary of school officers of township districts organized under the Upper Peninsula Act and the Township Unit Act of 1909 are fixed by law except the officers of the board whose salaries are fixed by their respective boards as provided in the law. Sections 5892 and 5909.

VI. Other business

- (a) Fix the length of school term. Section 5665
- (b) Free textbooks. Sections 5781-5786
- (c) Excess tuition. Section 5830
- (d) Designate depository. Section 5693
- (e) Change and establish a site. Sections 5716-5717
- (f) Vote building and site fund. Section 5712
- (g) Transfer unused portion of building and site fund. Section 5667
- (h) Bond district. Sections 5712-5715
- (i) Vote to pay bonds. Section 5715
- (j) Fix hour for annual meeting. Section 5667
- (k) Authorize sale of school property. Section 5667
- (l) Give directions in legal suits. Section 5667
- (m) Appoint building committee. Section 5667
- (n) Establish district library. Section 5745
- (o) Discontinue school. Section 5667

(NOTE: See pages 12-14 for further particulars concerning annual meeting.)

VII. Reading and approval of the minutes of the meeting.

VIII. Adjournment.

Who May and May Not Vote

These qualifications apply to every school district in the state whether organized under special acts or general laws, except cities having a population of 250,000 or over comprising a single school district. In such districts the qualifications of voters are the same as under the general election law. Act 7, P. A. 1917. Burton v. Kock, 184 Mich., page 250.

Qualifications for Voting

(NOTE: These apply to both men and women.)

Section 5664

(a) Owners of property either real or personal which is assessed for school purposes in the district may vote on *all* questions if they have all of the three qualifications given below:

(b) Parents or legal guardians of children between the ages of five and twenty years included in the census list of the district may vote on all questions *except* the voting of taxes, bonds, the establishment of free textbooks, the division, disbanding or consolidating of a district, if they have all of the three qualifications given below.

1—Full citizen of the United States

2—Twenty-one years of age

3—Resident of the district at least three months next preceding the meeting.

Only electors who own property assessed for school taxes may vote taxes. Section 5664.

Where a husband and wife own property jointly, which is assessed for school taxes, both may vote on all questions if they are otherwise qualified. Section 5664.

Purchasers of land on a land contract, who pay taxes on the land and live thereon, may vote on all questions if otherwise qualified. Section 5664.

(NOTE: They must actually have paid the taxes before they can vote.)

Soldiers and soldiers' widows, who are entirely exempt from paying taxes, cannot vote unless they are the parents or guardians of children on the census list.

Payment of a dog tax does not qualify a person to vote.

The citizenship of the wife is determined by the citizenship of her husband. If he is not a citizen she is not a citizen.

Members of a corporation or stock company are not considered individual taxpayers.

Members of a partnership are individual taxpayers and may vote on all school questions if otherwise qualified.

If there is any doubt as to the eligibility of a voter, he or she should be challenged and the vote not accepted until the person has sworn before the chairman that he or she is qualified. (See page 64 for the manner in which this is done.) Section 5665.

Who May Hold Office and How They Qualify

Persons who may hold office are those men and women who have all of the following qualifications: Section 5671

- (1) Full citizens of the United States
- (2) Twenty-one years of age
- (3) Residents of the district at least three months preceding the election.
- (4) Owners of property, either real or personal, which is assessed for school taxes
- (5) Whose names appear on the assessment roll

Where property is held on a joint deed by a husband and wife, either may hold office, regardless of the name appearing on the assessment roll. A person can not hold the office of school treasurer and township treasurer at the same time. Members of the township board may hold a school office in either a primary district or a graded district.

Township officers can not hold a school office in the township of which they are officers if such township is organized as a township district under Act 117, Public Acts of 1909, as amended. Section 5929.

Persons elected to school office must, within ten days after election, file a written acceptance of the office with the director, together with an affidavit to the effect that he or she is qualified under the law to hold the office. This affidavit must be sworn to before a justice of the peace, notary public or the senior (whose term soonest expires) member of the school board. Section 5672. (See page 48 for form of acceptance and affidavit.)

A person must qualify each time he or she is elected or appointed.

No books or money should be turned over to the new officer until he or she has properly qualified.

A person, who for any reason has not filed the acceptance of office, cannot cure the defect even though the director is willing to receive the acceptance after the ten days for qualifying has expired. The office is vacant and the vacancy must be filled by the remainder of the board if done within twenty days. If the office is not filled within twenty days, the township board must fill it. Section 5670.

The affidavit may be filed after the ten days, although it should accompany the acceptance.

Rules for Election

All votes for officers must be taken by written or printed ballots. A motion to suspend the rules and instruct the secretary to cast the entire ballot for any certain person is illegal and should not be entertained by the chairman. Section 5668.

There is no such thing as an informal or nominating ballot. Every ballot counts. (Supreme Court 61/373; 78/635.)

A person must receive a majority of all the votes cast to be elected. A person has a majority if he receives more votes than all the other candidates put together.

The chairman has a right to vote on all questions and his vote must be cast at the same time the other votes are taken. He has no authority to vote to break a tie. If there is a tie another ballot must be taken.

If for any reason the electors fail to elect their officers at the annual meeting the township board fills the vacancies after twenty days from the date of the annual meeting. Section 5669.

Any legal voter in the district may challenge any person offering to vote if he, for any reason, thinks him not qualified. If the vote is to be by ballot, the voter must be challenged before the vote is taken. If the vote is taken in any other manner than by ballot, the vote must be challenged immediately after the vote is taken. Before the voter is allowed to vote if the vote is by ballot, he must take an oath that he is qualified. If the vote is taken in any other manner, the oath is taken after the voter has voted. (See page 64 for the form of oath to be taken, whether the vote is by ballot or otherwise.) If the voter refuses to take the oath his vote cannot be counted. Section 5665.

Questions to Be Considered Only at the Annual Meeting

The qualified school electors at any annual meeting may do the following things:

(a) Fix the length of term. All electors qualified to vote on any question in the district may vote on this question.

Where there are 400 or more children on the census list, the district can not have less than nine months' school; over 30 and less than 400, not less than eight months' school; 30 or less children, not less than five months, in order to receive primary money. The term of school, after it has been voted at the annual meeting, may be lengthened at a special meeting of the district called for that purpose, or by the school board on a petition signed by a majority of the electors, stating the extra time desired. The term can not be shortened. If the length of term is not decided at the annual meeting, the school board decides it. Section 5667.

(b) Free textbooks. If this question is to be voted upon, notice must be posted at least ten days previous to the meeting and only tax-paying electors may vote. Sections 5781-5786.

(c) Excess tuition. Tax-paying electors may vote to pay more than \$25.00 a year for the tuition of eighth grade graduates. Section 5830.

(d) Designating a depository. The electors may select a bank or trust company as a district depository. (If the voters fail to do this at the annual meeting, the school board, by a majority vote, may designate a depository.) (See page 22 under duties of treasurer.)

The depository, before receiving any of the district money, must file a bond with the district covering the amount of money that will be deposited with such depository. When the bond is filed, the district treasurer must deposit the money belonging to the district under the direction of the school board, and this account is to be open at all times to public inspection. If the depository fails, the district treasurer and his personal bondsmen are held liable only for the amount which exceeds the amount named in the bond of the depository, but the district is protected by the bond given by the depository. Section 5693.

(See page 56 for the form of bond to be given by a depository.)

(e) Fixing the salaries of the district officers. The amount to be allowed for the salary of each officer is determined by the electors at the annual meeting, but the total amount must not exceed \$25.00 per year in districts having less than fifty children on the census list, or \$50.00 in districts having between fifty and one hundred children on the list. Section 5676.

If the voters of a graded district neglect or refuse to fix the salary of the officers at the annual meeting the board may fix it afterwards. (Section 5736). In township districts organized under the Upper Peninsula Act (Section 5906) and the Township Unit Act of 1909 (Section 5928) the law fixes the salary except the officers of the board, which is fixed by their respective boards as provided by law.

(f) Library fund. The tax-paying electors may vote a fund for the support of the library. Section 5751.

Questions Considered at Either Annual or Special Meetings

The qualified school electors at any annual or special meeting may do the following things:

(a) Change or establish a site. Two-thirds vote of electors present necessary. If the electors can not agree on establishing a site, the township board fixes the site. Notices for changing or establishing a site must be posted at least ten days previous to the meeting.

(NOTE: The township board can not fix the site if the district has a site for the proposed building.)

(b) Vote money to erect a schoolhouse, build additions or buy sites. Only taxpayers vote on this. Section 5712.

(c) Transfer unused portion of building and site fund to general fund. Two-thirds vote necessary. Section 5667.

(d) Bond the district. Bonds can not extend past a period of fifteen years. Amount of bonds can not exceed ten per cent of assessed valuation of district. Section 5712. (See page 66 for procedure for bonding.)

(e) Vote to pay the bonds due. Section 5715.

(f) Fix the hour for the annual meeting to be called. Section 5667.

- (g) Authorize sale of any school property. Section 5667.
- (h) Give directions in legal suits. Section 5667.
- (i) Appoint a building committee. Section 5667.

(Note: The building committee may supervise the work, but they have very limited powers. They have nothing to do with the buying of the site, the plans for building or the letting of any contracts. They can not do any of the things which the law provides shall be done by the school board.)

- (j) Establish a district library. As soon as a majority vote in favor of a district library, the school board should notify the township clerk and receive its share of the township library if there are any such books. It should receive its share of the penal fines paid into the county treasury. It does not cost the district a cent to establish a library. The district that does not establish a library loses its share of the penal fines each year. Section 5745.
- (k) Discontinue school. By a majority vote the electors may close the school in their district and send the children to another district or districts. The board must pay their tuition and cost of transportation out of any district money, except library money. (Dennis v. Wrigley, 175 Mich. p. 621.) By this action the district does not lose its primary money or organization. Section 5667.

In order legally to consider questions (a), (d), (j), at the annual meeting the notices must contain the information that such questions are to be considered.

Taxes That Must Be Voted by the District Board

School boards and not electors must vote the following taxes: water supply; school equipment; teachers' wages; heating plant; fuel; repairs; transportation of pupils; appurtenances such as outhouses, woodshed, fence, record books and blanks; premium on indemnity bond for school treasurer; material and apparatus which may be necessary that the school be properly managed and maintained.

In township districts organized under the Upper Peninsula Act (Act 176, P. A. of 1891) the board must submit to the people at the annual meeting the amount of money necessary to be raised for the maintaining of school. If the people refuse or neglect to vote the money, the board votes it. Section 4831. (Auditor General v. Duluth, South Shore, etc., 116 Mich. p. 122.) (Auditor General v. Sparrow, 116 Mich. p. 576.)

The electors except in township districts organized under the Upper Peninsula Act do not vote the deficiencies in any of the above funds. The school board does that. Section 5676.

Questions Not to Be Considered by School Electors

Electors have no right to let contracts for fuel, building, repairs or for anything else. Section 5676. Neither can they buy school sites. They determine where the site shall be and vote the money, but the school board does the buying. Section 5675.

Electors have no right to dictate as to the selection of the teachers, their wages or sex. All these matters are left entirely to the discretion of the school board and cannot be determined by any one else. Section 5680.

The course of study for all schools, except city school districts, graded districts, township districts organized and operating under Act 176, P. A. of 1891 and township districts organized under Act 117, P. A. 1909, is determined by the Superintendent of Public Instruction and not by the district or school board. Section 5643, 5736, 5899, 5719.

Special Meetings

No special meeting shall be called unless the business to be transacted may lawfully come before the meeting. Section 5662.

(See pages 13-14 for the business that may be considered.)

Special meetings may be called by the school board any time it sees fit. No request is necessary. Section 5662.

A special meeting must be called when any member of the board receives a written request signed by five legal voters, not necessarily taxpayers only. The meeting must be called in not less than six days nor more than twelve days from the time the school officer receives notice. Section 5663.

No business can be considered at a special meeting unless the same has been stated in the notice posted. Section 5662.

(See page 47 for form to be used when calling special meeting.)

(See page 47 for form of petition to be presented to board.)

Legal Board Meetings

In order that the school board may do any legal business and have the action binding upon the district, it must be transacted at a legal board meeting. Section 5673.

Legal board meetings are of three kinds:

(1) When written notices of the time and place of such meetings are served on the other members of the board at least twenty-four hours before the meeting and a majority of the board are present.

(2) A meeting is legal if all the members of the board are present even if no notice of the meeting has been given providing no member objects. The place of meeting may be anywhere so long as all are there. For example, it might be in a field or in town.

(3) A meeting is legal, when specific time is designated by a graded district board for regular meetings and a majority of the members are present.

The law states that notices must be written notices. Telephone or verbal notices will not do.

Meetings called by written notices or those fixed by the law must be held at the place named in the notices or law.

A record of the business transacted at the board meetings, no matter where they are held, must be kept in order to prove their validity.

A majority of the members must be present before any business may be transacted. Section 5673.

Unless the action of hiring a teacher is taken at a legal board meeting, the contract is not binding upon the district but the officers who sign it may become liable for damages. Sections 5673, 5680.

(See pages 49-50 for the form of a teacher's contract.)

A board meeting cannot properly be conducted over the telephone. Section 5673.

What the District Board May Do

The board in any district may use general fund money to pay tuition to some other district or districts for children who have not completed eight grades of work and live nearer the schoolhouse of some other district than their own. (Act 21, 1913.) Section 5835.

The district board may pay the high school tuition of any pupil of its district if there is sufficient money in the general fund even though the written notice required to be filed with the school board on or before the fourth Monday of June has not been filed.

The school board of a township district maintaining a legal high school, may pay the high school tuition of any of its pupils if in their judgment the educational interests of such eighth grade pupils will be better served.

The board may suspend or expel any pupil guilty of gross misbehavior or persistent disobedience. This disobedience must be more than a petty or trivial offense against the rules. Section 5684.

The board may admit nonresident pupils, determine the rate of tuition and collect the same. (Before any action in court can be maintained for the tuition of nonresident pupils, the district board must fix and determine the rate of tuition of such pupils, by resolution of the board properly recorded by the director in the records of the district. Thompson v. School District, 25/483.) In primary districts the tuition can not be greater than fifteen per cent above the average cost per capita for the number of pupils of school age in the district. Section 5686.

The board may recommend to the commissioner that in cases where the services of a child over 14 years of age are essential to the support of the parents, the child be excused if such child has completed the work of the sixth grade. The board can not excuse a child and it is within the discretion of the county commissioner of schools whether he excuses a child even though the board recommended the excuse. Section 5979.

The board, on recommendation of the truant officer may pay \$3.00 per week to the needy family instead of having the child excused. The board can not pay more than \$6.00 per week to any one family. (Act 198, P. A. 1911.) Sections 5989-5992.

The board may pay transportation for pupils to its own school (Section 5676) or to a nearby school (Act 65, P. A. 1909.) Section 5835.

The district board may buy books for the library or for supplementary uses in school work from the general fund. The books must be selected from the list issued by the Superintendent of Public Instruction and the State Librarian. City libraries and high school libraries are exempt from the provision of the law requiring books to be selected from the above prepared list. Section 5643. (If you do not have the published list of library books, write the school commissioner or Superintendent of Public Instruction.)

The school board may designate a depository for the funds of the district if the voters fail to do so at the annual meeting. Section 5693. (See pages 22-23 under duties of school treasurer.) The district board may furnish textbooks for the use of children whose parents are not able to supply them. Section 5683.

When money is needed and there is not a sufficient amount in the treasury, the board may vote the amount desired and borrow on the

amount voted until the taxes are collected. Section 5676. (See page 65 for the manner in which this may be done.)

What the District Board Must Do

The district board must vote all taxes for school purposes except the following:

- (a) the erection of schoolhouses or additions. Section 5712
- (b) the purchase of sites. Section 5712
- (c) tuition in excess of \$25.00 a year per pupil. Section 5830
- (d) tax to pay an indebtedness which has been incurred by the authority of the voters of the district. Section 5714
- (e) officers' salaries. Section 5676

The board must use the primary money strictly in accordance with the law. No matter how much is on hand, it must not be used temporarily for any purposes whatever except for teachers' wages, tuition of eighth grade graduates, or for tuition and transportation when the district school is closed by the electors. Section 5678. If there is no money in the general fund, the board must vote a tax and borrow. Section 5676. (See page 65 for the method of doing this.)

The board must furnish a water supply. Section 5681.

The school board of any city, village, township or school district upon the written application of any responsible organization located in the district, or a group of at least seven citizens of the district must grant the use of all school grounds and schoolhouses as community or recreation centers for the entertainment and education of the people, including the adults and children of school age, and for the discussion of all topics tending to the development of personal character and of civic welfare. Such use can not seriously interfere with the original and necessary use of such property. The school board must make such rules and regulations as will give a fair, reasonable and impartial use of the property. (Act 318, P. A. of 1917.)

The board must furnish a United States flag not less than eight feet long and four feet two inches wide, flagstaff appliances, and see that the flag is properly displayed during school hours. Section 5811.

The board must purchase suitable account books for treasurer and director. Section 5674.

The board must pay up to \$25.00 per year tuition to any approved high school in the state for any pupil until he or she reaches the twentieth birthday, providing such pupil has a county eighth grade diploma or has finished eight grades in a graded district and has filed the proper request for payment of tuition. (See pages 28, 56 for further particulars concerning tuition.) After the twentieth birthday the tuition can not be paid. Section 5830.

The board must present at each annual meeting a report in writing, giving an accurate statement of all moneys received and paid out, with the receipts and disbursements fully itemized and a statement of all taxes assessed in the preceding year, the purpose for which the taxes were assessed, and the amount assessed for each particular purpose. This report must be entered by the director in the records of his district. Section 5679.

MODEL REPORT SUCH AS THE BOARD MUST

RECEIPTS

	Primary	General	Library	Building and site
Balance on hand July 10, 1915.....	\$25 10	\$42 10	\$3 25	
Township treasurer.....	580 60		10 80	
Township treasurer, voted tax.....		223 70		
Township treasurer, delinquent.....		7 30		
Interest from State bank.....		14 25		
Total receipts including amount on hand.	\$605 70	\$287 35	\$14 05	(There will be nothing in the building and site fund unless the people vote funds for building or buying a site.)

PRESENT AT THE ANNUAL MEETING

EXPENDITURES

To whom paid and for what purpose	Primary	General	Library	Building and site
John Dix, repairing schoolhouse.....	\$45 00			
J. D. Ely Co., school supplies.....	5 25			
R. Rood Co., textbooks.....	17 60			
Mrs. D. Johns, cleaning schoolhouse.....	3 00			
A. N. Hoover fuel.....	43 00			
S. D. Poe Co., library books.....			\$13 60	
John Stone, janitor for nine months.....	36 00			
R. S. Olds, Director, office salary.....	15 00			
N. B. Hicks, Moderator, office salary.....	5 00			
L. M. Henry, Treasurer, office salary.....	5 00			
R. S. Olds, taking census.....	5 00			
J. D. Brigs, appendages: 3 brooms, dictionary, 4 rolls paper towels, soap, wash basin.....		15 75		
A. B. Hale, Treasurer of Elwood City, tuition for Joe Dix.....	\$20 00			
S. R. Adams, drinking fountain.....	540 00			
Nellie Coe, teaching.....				
Total expenditures.....	\$560 00	\$207 60	\$13 60	
Balance on hand July 3, 1916.....	45 70	79 75	45	
Total expenditures including amount on hand.....	\$605 70	\$287 35	\$14 05	

The school board's report should also contain a statement of taxes assessed during the preceding year. (This means the school year ending with the annual meeting.) Section 5679.

General Fund	School furnishings and equipment.....	\$200 00
	Teachers' wages.....	250 00
	Repairs.....	150 00
	Sanitary toilets.....	140 00
	Transportation of pupils.....	75 00
	Library purposes.....	40 00
	Total amount voted by board and people and assessed.....	\$855 00

The board must deduct from each installment of salary of the teachers employed the pro rata amount due from such teachers to the teachers' retirement fund and forward the same to the treasurer thereof, as prescribed by the retirement fund board. Section 5773.

The board must hire only teachers qualified in the county in which their district is located and give them written contracts signed by a majority of the school board. Section 5678.

(See pages 26-27, 49 for further particulars in regard to hiring teachers.)

The school board must arrange for the taking of the school census. The board and not the director determines who shall take the census. The board also determines how much shall be paid. It cannot be more than \$100.00. If the director or any other school officer is selected by the school board to take the census, he or she is entitled to receive extra pay for the same. That is, the school officer's salary does not cover this service. Much misunderstanding will be avoided if the board has a meeting previous to the time for taking the census, and determines who shall take the census and how much shall be paid for the services. Section 5689.

In graded school districts, the board must, previous to the first Monday in August of each year, have published in a newspaper in said district or county a complete statement of the proceedings of the annual school meeting and an itemized financial statement of the receipts and expenditures of the district during the preceding year and proof of said publication shall be filed at the office of the Superintendent of Public Instruction not later than August fifteenth of each and every year. (Act 269, 1917.) Sections 5809-5810.

The board must admit nonresident pupils when they, their parents or legal guardians pay a school tax in the district. The board may charge tuition, but must credit on the tuition the amount of school tax paid. For example, John Doe sends his child to C school district which charges \$20.00 tuition. He owns property in C district upon which he pays \$7.50 school tax. Then the amount of tuition to be paid by John Doe would be the difference between \$20.00 and \$7.50, or \$12.50. Sections 5736, 5686.

The board must buy library books, excepting for city and high school libraries, entirely from the list of books compiled by the Superintendent of Public Instruction and the State Librarian. This list is sent to each director. Section 5643.

The board must report in writing to the township clerk before the first Monday of August all the taxes voted by the district and the school board. Section 5677. (See pages 50-51 for the form to be used.)

The district board must admit children between the ages of four and seven to the kindergarten department if one is maintained. (Act 119, 1891.) Section 5801.

The board must collect an annual fee of one dollar from each male teacher, and fifty cents from each female teacher, who has not paid the institute fee and forward the same to the county school commissioner. This fee must be collected at the time of making the contract. Sections 5970-5971.

The board must carry out the recommendation of the truant officer in regard to outhouses. If the board fails to do so, the truant officer has the

authority to have the outhouses put in proper and sanitary condition, either by repairing or building new if necessary, and the district must pay for the same. Section 5981.

(See pages 52-53 for a form of notice that may be used by the truant officer.)

Duties of the Moderator

The moderator shall preside, when present, at all meetings of the district and board; countersign all legal orders and warrants; cause action to be prosecuted on the treasurer's bond when necessary. Section 5687.

Duties of the Director

(Section 5688.)

The director must keep a complete record of the minutes of both board and district meetings;

Must post notices for district meetings;

Must draw and sign all warrants and orders and must specify the object for which and the fund upon which each is drawn, and present or mail them to the moderator to be countersigned;

Must furnish the teacher with a copy of the census list before the opening of school in the fall;

Must draw and sign all contracts with teachers and present them to the other members of the board for further signature;

[If the director refuses to draw or sign a contract with a teacher, the contract could be drawn by any other person, and if signed by a majority of the board, the contract would be legal, if the teacher was hired at a legal meeting. (See page 15 for legal board meetings.)]

Must present an itemized account of all expenses incurred as director to the other members of the board to be audited and allowed;

Must provide the necessary appendages for the schoolhouse. Necessary appendages include a set of wall maps not exceeding \$12.00; a globe, not exceeding \$8.00; a dictionary not exceeding \$10.00; a library case, not exceeding \$10.00, also looking glass, comb, water-pail, cup, ash pail, poker, stove shovel, broom, dust-pan, duster, wash basin and soap. The district board may pay more for the articles than the amount stated above. These limits in prices are placed on these articles only if the director purchases them without authority from the board. In buying any material for the school, quality should be the first consideration and the director should not buy an article without the consent of the board unless he can get a good quality for the amount named in the law.

Must present at each annual meeting an estimate of the expenses necessary to be incurred by him during ensuing year. This refers to the appendages which the law authorizes the director to furnish without consulting the other members of the school board.

Must preserve and file copies of all reports made to the township clerk, and all papers and records of the district.

Must make out the proper census report. Sections 5691-5692.

Duties of the Treasurer

(Section 5693.)

The treasurer must file a bond with the director within ten days after his election or appointment for the full amount of money to come into his hands during his term. Other members of the board cannot be on the bond, nor should the name of a married woman appear as surety. The bond covers the term of office. A surety bond is paid for by the district, but the district cannot pay for a personal bond.

The treasurer must keep a set of books, showing all moneys received and their sources, all expenditures made and the persons to whom and the objects for which the same have been paid.

The various funds must be kept separate and the treasurer must refuse to pay orders drawn on funds which are exhausted. When the primary fund is used up, teachers' wages and tuition must be paid out of the general fund. The mill tax goes directly into the general fund under the present law.

The treasurer must not mingle district money with his own or any other funds. He must not loan it nor use it for his own purposes. If the money is kept in a bank, it must be deposited in his name as treasurer (John Doe, Treasurer, District No..... not just to the credit of John Doe.) If the account draws any interest, the interest must go to the general fund. Any treasurer using district money illegally or appropriating interest received on district money lays himself or herself liable to punishment, regardless of any action taken by the district in regard to it.

The treasurer must not pay out any district money except on an order drawn and signed by the director and countersigned by the moderator. The treasurer of a graded district is given 30 days in which to file his bond with the secretary. The bond shall be for a sum not less than the greatest amount of money that the treasurer may have under his control at any time during his term of office.

The treasurer must deposit the money in a bank or depository under the direction of the school board when such bank or depository has been selected by a majority vote of the legal voters at the annual meeting. If the legal voters fail to select a bank or depository at the annual meeting, the school board may make the selection and the treasurer must deposit the money at the place selected. The bank or depository must give a bond to the district before receiving the money. (See page 56 for bond.)

The treasurer must pay all orders of the director when lawfully drawn and signed by the moderator. These are to be paid from the proper funds in his hands.

The treasurer must present to the district board at the close of the school year a written report of all moneys received and an itemized statement of the money paid out and produce the vouchers to show that these items have been paid. This should be done at the time of settlement with the school board previous to the annual meeting. At this settlement the treasurer must either have the money which has not been paid out or he must have a statement from the bank that he has it. The other members of the board have no right to accept a settlement without this.

The treasurer must appear for the district in all suits unless he is personally interested.

The treasurer must at the close of his term of office settle with the district board and turn over the money, orders, vouchers, documents and papers, which belong to the district, to his successor.

SUGGESTIVE SYSTEM FOR KEEPING

Example of Two Pages

RECEIPTS				
	Primary	General	Library	Building and site
Balance on hand July 10, 1915.....	\$25 10	\$42 10	\$3 25	
Township treasurer.....	580 60		10 80	
Township treasurer, voted tax.....		223 70		
Township treasurer, delinquent.....		7 30		
Interest from State bank.....		14 25		
Total receipts including amount on hand.....	\$605 70	\$287 35	\$14 05	(There will be nothing in the building and site fund unless the people vote funds for building or buying a site.)

SCHOOL OFFICERS' ACCOUNTS

of the Treasurer's Book

EXPENDITURES

To whom paid and for what purpose	Primary	General	Library	Building and site
John Dix, repairing schoolhouse.....	\$45 00	(There will be nothing in the building and site fund unless the people vote funds for building or buying a site.)
J. D. Ely Co., school supplies.....	5 25	
R. Rood Co., textbooks.....	17 60	
Mrs. D. Johns, cleaning schoolhouse.....	3 00	
A. N. Hoover fuel.....	43 00	
S. D. Popo Co., library books.....	\$13 60	
John Stone, janitor for nine months.....	36 00	
R. S. Olds, Director, office salary.....	15 00	
N. B. Hicks, Moderator, office salary.....	5 00	
L. M. Henry, Treasurer, office salary.....	5 00	
R. S. Olds, taking census.....	5 00	
J. D. Brigs, appendages: 3 brooms, dictionary, 4 rolls paper towels, soap, wash basin.....	15 75	
A. B. Hale, Treasurer of Elwood City, tuition for Joe Dix.....	\$20 00	
S. R. Adams, drinking fountain.....	540 00	
Nettie Coe, teaching.....	
Total expenditures.....	\$560 00	\$207 60	\$13 60	
Balance on hand July 3, 1916.....	45 70	79 75	45	
Total expenditures including amount on hand.....	\$605 70	\$287 35	\$14 05	

Duties and the Laws Concerning Individual Officers

No member of a district board shall act as an agent for school books or apparatus or receive any gift or award for using his influence in recommending purchases of the same. Sections 5671, 5759.

It is not lawful for any member of the board to perform any labor, outside of his office duties, or furnish any material or supplies for the school district of which he is an officer, or be interested directly or indirectly in any contract with the district. Such an act is a misdemeanor punishable by a fine or imprisonment or both. This law was passed to protect the taxpayers of the district, and it is the duty of every school officer to see that no one on the board is paid for labor unless the law provides that the school officer may draw pay for such labor. Orders drawn in favor of members of the board, unless authorized by law, may be held unlawful orders and the director, moderator and treasurer who ordered the payment may be punished. Section 5671.

An office becomes vacant when the officer

- (a) fails to qualify,
- (b) fails to give or renew any official bond,
- (c) dies,
- (d) resigns or removes from the district,
- (e) is removed from office,
- (f) is convicted of an infamous crime,
- (g) has his election declared void by the proper court,
- (h) ceases to be a taxpayer in the district. Section 5669.

In case the district fails to elect an officer at the annual meeting, the township board fills the vacancy after twenty days from the annual meeting. Section 5669.

Any officer who shall wilfully or corruptly draw or issue any warrant, order or certificate for the payment of a greater amount of money than is allowed by law, or for a purpose not allowed by law, shall be deemed guilty of a misdemeanor, and may be punished by a fine not exceeding \$1,000.00 or imprisonment for six months or both. (Section 305, Compiled Laws of 1915.)

Relating to the Teacher and Board

The board can not employ a teacher who is not qualified in its particular county and any contract made with an unqualified teacher is void (5680). No person can be qualified until that person has reached the age of eighteen years and is a citizen of the United States, or has declared his intention of becoming a citizen. (Sections 5881 and (276) of 1919 School Laws.) School boards, before hiring a teacher, should see the teacher's certificate or ascertain from the county school commissioner whether the teacher is qualified.

The state course of study must be followed in primary districts and no work above the eighth grade can be taught in primary districts except as therein provided for ninth and tenth grades.

Legal school holidays are limited to New Year's Day, Decoration Day, Fourth of July, Labor Day, Christmas, all Saturdays and all days of fasting and prayer or thanksgiving appointed by the governor, or by the president of the United States. The law clearly states that no school sessions are to be held on those days so the teachers cannot make up time

on holidays or Saturdays as school cannot be legally conducted on those days. (Act 11, 1911.) Section 5823.

If the holidays come during a part of the school year, the teacher draws pay for them as they count as days taught. Vacations are not a part of the school year. (Act 11, 1911.) Section 5823.

Vacations should be a matter of contract as otherwise they cannot be arranged except by an agreement between the board and the teacher.

February twelfth, Lincoln's Birthday; February twenty-second, Washington's Birthday; September seventeenth, the date of the adoption of the Federal Constitution; October twelfth, Columbus Day; October twenty-first, Carleton's Birthday; October twenty-seventh, Roosevelt's Birthday; and November eleventh, Liberty Day, are to be observed by proper and appropriate commemorative exercises in the schools as these days are not legal holidays as far as schools are concerned. Section 5823, Acts 51 and 72, P. A. of 1919.

The teacher is entitled to pay while in attendance at institutes in her own county and at state teachers' institutes. (5973.)

Teachers are entitled to their pay when the school is closed on account of an epidemic or for any other reason for which the teacher is not responsible. Supreme court 43/480; 69/589.

The teacher has no authority to employ a substitute. If a substitute is necessary, it is the business of the board to employ one.

A school officer has no more right to interfere with the discipline of the school than an outsider. The question of discipline rests with the teacher in the absence of rules and regulations made by the school board.

The teacher has the same right to punish a child that the parent has and the child is under the authority of the teacher from the time the child leaves home in the morning until he returns in the evening.

The teacher is not supposed to do the janitor work. Janitor service must be paid for out of the general fund and must not be included in the salary paid the teacher from the primary fund.

Teachers' contracts may be made before the annual meeting but if the electors vote to discontinue the school, the district is released from its contract.

The teacher's contract does not have to be signed at a board meeting but the action employing the teacher must be made at the board meeting.

The board cannot discharge a teacher for incompetency unless the contract so provides. If a teacher proves incompetent, the matter should be referred to the county school commissioner, who will adjust the trouble in the proper manner. (Carver v. School District, 113/524). Section 5883.

Teachers are required to have at least one fire drill each month and must keep all doors and exits unlocked during school hours. (Act 178, Sections 10 and 11, 1915.)

Free Tuition Law Provisions

The board of any school district which does not maintain a legal high school must pay up to \$25.00 a year for each qualified student to any high school in the state of Michigan which is approved by the Superintendent of Public Instruction. Section 5830.

(NOTE 1: Unless a school meets one of the following legal requirements it cannot be considered for approval by the Superintendent of Public Instruction:

(a) Those graded districts which maintain twelve grades of work with at least three teachers devoting their entire teaching time to the work of the seventh, eighth, ninth, tenth, eleventh and twelfth grades.

(b) Those graded districts with two teachers devoting their entire teaching time to the work of the eighth, ninth, tenth, eleventh and twelfth grades.

(c) Those graded districts which maintain ten grades of work with at least one teacher devoting his entire teaching time to the eighth, ninth and tenth grades. Districts in this latter class do not have to pay tuition for their own pupils to other schools until they pass the tenth grade. Section 5833.)

The tuition must be paid by the treasurer of the district, upon an order, properly signed and countersigned, to the treasurer of the district where the high school is located.

The tuition must be paid whenever the district where the high school is located, demands it. If all of the tuition is demanded in advance, the other districts must pay it that way. If a child enrolls and later drops out of school for any reason, the return of the tuition money or part of it is optional with the district to which it has been paid.

Tuition can not be paid to sectarian schools, business colleges, universities, normal school or private schools. Section 5833.

The Department of Public Instruction rules that when a graded district employs two teachers to give their entire time to the eighth, ninth, tenth and eleventh grades, that school is fulfilling the requirements of a ten grade school and may receive tuition for the ninth and tenth grades if the school has been approved by the Superintendent of Public Instruction. The district board in a primary school district may pay the tuition of its pupils who are eighth grade graduates, to a ten grade school for a period of two years, after which they must pay it to any twelfth grade high school.

If a pupil passes the ninth grade in a graded school and has a statement from the superintendent of the graded school that the ninth grade has been passed, then such pupil is entitled to have the tuition paid for the remainder of the high school course even though such pupil has never received an eighth grade diploma. Provided, however, That tuition can not be paid after the twentieth birthday. A pupil must make application for tuition each year.

Children for whom tuition must be paid are those who are residents of the district on the fourth Monday of June and either the holders of a county eighth grade diploma or a written statement from the superintendent of a graded district to the effect that the child has passed the eighth grade in that district. Diplomas and superintendents' statements from other states are recognized the same as those from Michigan. A statement from a graded school superintendent to the effect that the child has passed a grade above the eighth grade will qualify the child for the tuition. If the child is a resident on the fourth Monday of June and the proper application is made, the district will have to pay the tuition that year no matter where the child moves later. In order to compel the school board to pay the tuition the parent, legal guardian, or other person in parental control of the child must be a resident of the district on the fourth Monday of June and make a written application to the board on or before that date for the payment of the tuition. This may be filed with either the moderator or director. It is better, however, to file it with the director for he keeps all papers on file at his place. If it is the moderator's child for whom tuition is to be paid the application must be filed

by him with the director before the fourth Monday in June. If it is the director's child for whom tuition is to be paid the application must be filed by him with the moderator before the fourth Monday in June. These application blanks may be secured from the commissioner of schools of your county. A letter from the parent to the school board, setting forth that such parent is a resident of the district and requesting the payment of tuition to some high school for a child, and naming the child, will be sufficient notice to the school board. The school board may pay the high school tuition if the written application is not filed as stated above, if there is sufficient money in the general fund of the district. Sections 5830, 5834.

(See page 56 for the form of blank to be used in applying for the payment of tuition.)

Tuition must be paid until the child reaches his or her twentieth birthday, regardless of whether the child passes the high school grades or not.

The voters at the annual meeting may vote to pay more than \$25.00 per year tuition if any or all of the children of that district attend high schools charging more than \$25.00 per year tuition. Unless the voters vote more than \$25.00, the school board can not pay more than the \$25.00 per year. Section 5833.

Duties and Powers of Township Officers

The clerk must have on file a corrected map of the township showing the school districts; certify school taxes to the supervisor; must notify the director of all moneys due the district in the township treasurer's hands, giving the various amounts and the sources of the amounts. Sections 5694-5698.

The supervisor must assess all school taxes reported to him; he must also assess the one mill tax in every district which has not on hand, not counting the building fund, a sufficient balance at least equal to the total amount of teachers' wages paid the preceding year. If he fails to assess the proper amount one year, it must be spread the following year in addition to the other taxes voted. Sections 5699-5700.

The township treasurer shall pay upon the receipt of the proper warrants the funds belonging to a certain district to the treasurer of that district. In case of a fractional district, the treasurer of the township in which the schoolhouse is located must apply to the treasurer of the other township for the moneys belonging to the district and the treasurer paying over the same shall take a receipt therefor in duplicate, one copy of which he shall file in his office and the other he must send to the clerk of the township in which the schoolhouse is located so that the clerk can charge up his township treasurer with the same. The primary money is now apportioned by the state between the fifth and fifteenth of July and the library money by the county treasurer before the first of August. Sections 5706-5708.

The township board must attach to school districts all contiguous territory in the township not already in any organized district so all land in the state must be in some organized school district. Section 5657.

The township board may, after posting notices ten days previous, detach the property of any person or persons from one district and attach it to another. No land which has been taxed for building a schoolhouse

can be set off for a period of three years thereafter without the consent of a two-thirds majority of the resident owners of said land. Sections 5655-5656.

The board cannot divide a district into two or more districts nor consolidate districts without the consent of the majority of the resident taxpayers. The consent of the majority of resident taxpayers for division or consolidation of a district, may be secured either at an annual meeting or at a special meeting called for that purpose. Section 5786. When the consent is secured, the township board should be notified so that it may consolidate or divide the district and it will be organized in the same way as a new district. Section 5656. (See pages 73-74, 76-77 for procedure.)

Any five tax-paying electors may appeal from the decision of the board with reference to the formation, division or consolidation of districts to the county school commissioner and circuit court commissioner by filing proper bonds within ninety days after the decision. Section 5731.

The township board must fill vacancies on school boards unless otherwise provided for by statute when the annual meeting fails to elect, and when all the offices become vacant at one time or whenever the district board fails to fill the vacancy within twenty days. Sections 5669-5670.

Whenever the township board is notified that a school district has voted to establish a library, it is required to turn over the district's share of the books on hand in the township library and the library money on hand. Section 5745. The township board in purchasing books, is limited to selection from the list compiled by the Superintendent of Public Instruction and the State Librarian.

When there are not three or more persons in a district qualified to hold office or when a district fails to provide school facilities for its children for a period of two successive years, the township board must declare the district dissolved and attach it in whole or in part to other districts. Section 5738.

Compulsory Education Law (Act 200, 1905.) Section 5979

Every child between the ages of seven and sixteen must be in school each day of the week as long as school is maintained in the district. The following do not have to attend the public schools:

(a) Any child who is being taught in a private or parochial school which complies with the law, or who presents satisfactory proof to the commissioner of schools or the superintendent of schools that he has completed sufficient work to entitle him to an eighth grade diploma, *see (g)*;

(b) Any child who has passed the eighth grade and is regularly employed at some lawful work if physically able to do so, or who is regularly employed as a page or messenger of either branch of the legislature, during the period of such employment, *see (g)*;

(c) Any child who is physically unable to attend school, a physician's certificate being required if the truant officer demands it;

(d) Children over 14 years of age whose services are essential to the support of the parents, may be excused by the county commissioner or city superintendent if such children have completed the sixth grade, *see (h)*;

(e) Children under nine years of age who reside more than two and one-half miles from the schoolhouse by the nearest traveled road;

(f) Any child who is attending confirmation classes for a limited period.

(g) Any child claiming exemption from attending school under subdivisions (a) or (b) hereof, shall secure such permit as may be required under the statutes of Michigan covering the employment of minors, and shall be regularly employed at some lawful work if physically able to do so, or an excuse from the commissioner of schools or superintendent if the labor in which he is employed does not require a labor permit.

In case any person, parent or other person in parental relation named in the act shall fail to comply with its provisions, he shall be guilty of a misdemeanor and subject to a fine and imprisonment;

(h) The commissioner cannot excuse a child under (d) unless the board recommends it, and may not when the board does not recommend. The superintendent of a graded district has no authority to excuse unless it is a city district.

The teacher must report absences to the county commissioner who reports the cases to the truant officer. The latter shall within 24 hours give formal written notice either by person or by registered mail to the parent or other person in parental relation that the child must be in school the following day provided with the necessary textbooks and be kept in school continuously thereafter. The truant officer also notifies the teacher and it is his duty to see that the formal notice is complied with. If the notice is not complied with, the truant officer within three days after having that knowledge must make a complaint against the parent or person in parental control. Upon conviction the guilty person is fined from \$5 to \$50, imprisoned from two to 90 days, or both. The justice of peace or judge cannot suspend sentence.

Children whose hearing or eyesight is defective come under the compulsory law and if they cannot do school work at home, they must be sent to the state or private schools.

A truant officer has the powers of a deputy sheriff in the exercise of his duties.

Failure of the teacher to make reports of absences is neglect of duty and would be grounds for the annulment of his or her certificate, or the imposing of a fine and imprisonment as provided in this law.

Laws Concerning Textbooks (Act 380, P. A. of 1919)

Publishers of textbooks must sell the same to school boards or their agents in Michigan at the lowest wholesale price at which they are sold anywhere in the United States under any conditions. The wholesale price list will be sent to each school board by the Superintendent of Public Instruction. Section (235).

Retail dealers cannot charge more than fifteen per cent above the lowest net wholesale price and cost of transportation. Section (241).

School boards may purchase textbooks from the publishers at the lowest wholesale price and sell them to pupils at such prices as will include the cost of transportation and handling. Section (242).

A school board may designate some dealer as its agent but he shall not sell textbooks at a price which exceeds a ten per cent advance on the net wholesale price. Section (243).

When a family moves from one school district to another within the state the treasurer of the first district must purchase out of the general fund the textbooks in actual use by the children of the family at a fair price, based on the condition of the books; the said books to be resold, when necessary, to other pupils moving into the district. Section (244).

The question of free textbooks can be voted upon only at the annual meeting when the proposed question has been included in the notices posted. Only tax-paying electors may vote upon this question. Section 5782.

Township Unit School Law (Sections 5909-5933)

The township unit system does not mean the consolidation of the schools into one central school. It means that all the various districts are united into one district with one board of five members to run all the schools of the township instead of many boards. This would mean an even distribution of primary money; one rate of taxation; the same length of the school year throughout the township; an opportunity to have supervised work and a central high school if desired by the electors.

When a petition signed by one-fourth of the school electors of the township is presented to the township board asking for a vote on the proposition, the board must call the election; and if a majority favor the system, it takes effect the following July. Towns over 900 in population are exempt from the unit system. (See pages 67-70 for the procedure in organizing.)

Keeping District Books

Both the director and the treasurer must keep a set of books showing all receipts with their sources and all expenditures with their objects and from what funds.

The board should provide the officers with an up-to-date set of books. In the great majority of cases, where a state audit of school district affairs is necessary, a makeshift set of books is usually found. Section 5674.

The orders should be listed by the director and the treasurer in numerical order rather than by dates or chance.

The books should be checked over and balanced at least once each year, before the annual meeting in July. This should be done by the entire board. At that time the treasurer must show all the orders he has paid. These orders should not be destroyed but should be kept by the treasurer as they are his receipts. Section 5679.

There are now but four funds to look after and it is possible that a district may have only two funds. The primary fund is made up entirely from money received from the state apportionment. When it is exhausted, the teachers must be paid from the general fund as general fund expense. No attempt should be made to reimburse the general fund from the

primary. The general fund is composed of voted money, mill tax, delinquent tax, tuition, interest on all funds, and money received from the various other sources. The library money is made up entirely of the money received from the county and library money voted by the people. The building and site fund is composed of money voted for those certain purposes or secured by the sale of bonds. Repairs are paid for out of the general fund.

Receipts should be kept on one page and the expenditures on the other. They should be entered frequently, keeping the books up to date. On pages 34-35 will be found a suggestive system for keeping books, which is simple, complete and satisfactory.

The books should be audited at a board meeting previous to the annual meeting. No member of the board should sign the annual report unless the amount reported on hand is in the treasurer's hand at that time. Section 5679. The treasurer should either produce the money or a statement from the bank where the money is deposited. Section 5693.

SUGGESTIVE SYSTEM FOR KEEPING

Example of Two Pages

RECEIPTS

	Primary	General	Library	Building and site
Balance on hand July 10, 1915.....	\$25 10	\$42 10	\$3 25	
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Township treasurer, voted tax.....		223 70		
Township treasurer, delinquent.....		7 30		
Interest from State bank.....		14 25		
Total receipts including amount on hand..	\$605 70	\$287 35	\$14 05	(There will be nothing in the building and site fund unless the people vote funds for building or buying a site.)

SCHOOL OFFICERS' BOOKS*Taken from Treasurer's Book***EXPENDITURES**

To whom paid and for what purpose	Primary	General	Library	Building and site
John Dix, repairing schoolhouse.....		\$45 00		
J. D. Ely Co., school supplies.....		5 25		
R. Rood Co., textbooks.....		17 60		
Mrs. D. Johns, cleaning schoolhouse.....		3 00		
A. N. Hoover, fuel.....		43 00		
S. D. Poe Co., library books.....			\$13 60	(There will be nothing in the building and site fund unless the people vote funds for building or buying a site.)
John Stone, janitor for nine months.....		36 00		
R. S. Olds, Director, office salary.....		15 00		
N. B. Hicks, Moderator, office salary.....		5 00		
L. M. Henry, Treasurer, office salary.....		5 00		
R. S. Olds, taking census.....		5 00		
J. D. Brigs, appendages: 3 brooms, dictionary, 4 rolls paper towels, soap, wash basin.....		15 75		
A. B. Hale, Treasurer of Elwood City, tuition for Joe Dix.....	\$20 00			
S. R. Adams, drinking fountain.....		12 00		
Nellie Coe, teaching.....	540 00			
 Total expenditures.....	\$560 00	\$207 60	\$13 60	
Balance on hand July 3, 1916.....	45 70	79 75	45	
 Total expenditures including amount on hand.....	\$605 70	\$287 35	\$14 05	

Making Out the Annual Report

When the books of a district have been well kept, there should be no difficulty in making out the annual report.

The first important thing is to read carefully the detailed instructions sent out by the Department and printed on the back of one of the reports. The amounts on hand reported in Item No. 1 must be the same as were reported the previous year in No. 8, Expenditures.

All members of the board must sign the report personally but the director and moderator should not sign it unless the treasurer shows that the amount reported on hand is actually on hand in the district treasury. This may be done by a written statement from the bank or by producing the money. If the amount is not on hand, the fact should be reported immediately to the Department of Public Instruction and, if necessary, an auditor will be sent to straighten out the matter at no expense to the district.

Reports should not be corrected under instructions of the commissioner or the Department, unless the corrections are true to the actual facts, regardless of what previous reports show. The Department of Public Instruction wants accurate, true to fact reports of conditions as they actually exist.

Forms for all the various proceedings under the school laws may be found in this book under "Forms and Procedure." If you have not a copy of the General School Laws, apply to your county commissioner.

The Michigan Law for Approval and Condemnation of Schoolhouses by the Superintendent of Public Instruction

- (Act 17, Public Acts of 1915 as amended by Act 139, P. A. of 1919,
Sections 5874-5876 [(598)-(602)]

Section 1. No schoolhouse shall hereafter be erected in any school district in this state, and no addition to a school building in any such district shall hereafter be erected the cost of either of which shall exceed three hundred dollars, until the plans and specifications for the same shall have been submitted to the superintendent of public instruction and his approval indorsed thereon. Such plans and specifications shall be submitted in duplicate and shall show in detail the ventilation, heating and lighting: Provided, That the said superintendent of public instruction shall have authority to inspect such building or buildings during the process of construction in order to determine that the provisions of this act are being complied with.

Section 2. The superintendent of public instruction shall have authority to inspect and condemn schoolhouses. After an inspection of a schoolhouse, if in the judgment of the said superintendent of public instruction such building, or any part thereof, is not in a safe and sanitary condition, notice thereof shall be given to the district board or board of education of the district in which such building is located, said notice to be given at least six months preceding the first day of August. On the first day of August following such notice given, if said building has not been

placed in a safe and sanitary condition by the district board or board of education, said superintendent of public instruction shall have authority to close such building, or part thereof, and such building, or part thereof, shall not again be opened for public use until such building, or part thereof, shall have been placed in a safe and sanitary condition to the satisfaction of the said superintendent of public instruction: Provided, That after such building, or part thereof, has been closed for public use said superintendent of public instruction, shall be authorized and he is hereby required to have such building, or part thereof, placed in a safe and sanitary condition at the expense of the district: Provided, That any district board or board of education, being dissatisfied with the order of the superintendent of public instruction determining such schoolhouse to be in an unsafe or insanitary condition, may within thirty days of the issuance of such order and notice thereof, commence an action in the circuit court in chancery for the county in which such schoolhouse is located, against the superintendent of public instruction as defendant, to vacate and set aside such order on the ground that said order is unlawful or unreasonable; in which suit the superintendent of public instruction shall be served with subpoena and a copy of the complaint.

Section 3. No tax voted by a district meeting, or other competent authority in any such school district, exceeding the sum of three hundred dollars for building purposes, shall be expended by the district board or board of education of such district until the superintendent of public instruction shall certify that the plans and specifications for the same comply with the provisions of this act.

Section 4. No heating system shall hereafter be installed in any schoolhouse in this state, nor shall any heating system be replaced by another heating system in any schoolhouse of this state, until the plans and specifications for the same shall have been submitted to the superintendent of public instruction and his approval indorsed thereon. The plans and specifications shall make provision for ventilation either as a part of or in connection with the heating system and shall be submitted in duplicate to the superintendent of public instruction.

Section 5. It shall be unlawful for any officer, board, committee, architect, builder, civil engineer, plumber, carpenter, mason, contractor, subcontractor, foreman, or employe to vary from plans and specifications approved by the superintendent of public instruction without his written consent, or otherwise violate, or assist in violating any of the provisions contained in this act. Any person, board, firm, or corporation, who violates any of the provisions of this act shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not to exceed one hundred dollars or imprisonment in the county jail for a period of not to exceed thirty days, either or both in the discretion of the court.

Summary of the Law Applying to the Granting of Labor Permits by Superintendent of Schools and County Commissioner

(Act 285 of the Public Acts of 1909 as amended by Act 255 of the Public Acts of 1915 and by Act 280 of the Public Acts of 1917.)

No male under eighteen years of age and no female at any age can be employed in the following occupations for a period longer than an average of nine hours per day or fifty-four hours in any one week, nor more than ten hours in any one day:

factory, mill, warehouse, workshop, clothing, dressmaking or millinery establishment, laundry, store, shop, mercantile establishment, office or restaurant, any place where the manufacture of goods is carried on, or where any goods are prepared for manufacture.

(NOTE: The provision above in regard to the hours of employment does not apply to nor affect any person engaged in preserving perishable goods in fruit and vegetable canning establishments.)

1. No female under the age of eighteen years can be employed in any manufacturing establishment between 6 p. m. and 6 a. m.

2. No child under the age of sixteen can be employed between 6 p. m. and 6 a. m. in the following:

manufacturing establishment, workshop, mine or messenger service.

3. No child under the age of eighteen can be employed between 10 p. m. and 5 a. m. in the following:

transmission, distribution or delivery of messages or merchandise.

4. No child under the age of fifteen can be employed or permitted to work in or in connection with any of the following:

mercantile institution, store, office, hotel, laundry, manufacturing establishment, mine, bowling alley, billiard or pool room conducted for profit, theater, passenger or freight elevator, factory or workshop, telegraph or messenger service.

(NOTE: The provisions of the law relative to employment given under heading No. 4 above do not apply to any child fourteen years of age or over, working on Saturdays, other days outside of school hours or during the established vacation periods if such child wishes to work in canning establishments for the preserving of perishable goods in fruits and vegetables, in mercantile institutions, store, office, hotel, laundry, manufacturing establishment, factory or workshop, telegraph or messenger service.)

No female under the age of twenty-one years and no male under the age of eighteen years can work in the following:

cleaning machinery while in motion, in or about any distillery, brewery, or any place where malt or alcoholic liquors are manufactured, packed, wrapped or bottled, in any hazardous employment, where health may be injured or morals depraved.

No child under sixteen years of age can be employed in or about the following:

- any theater, variety show, moving picture show, burlesque show.
- any kind of a playhouse, music or dance hall, pool room or billiard room.

(NOTE: A male person over sixteen and under eighteen may be employed in any occupation for a period of not more than fifty-four hours in one week and not more than ten hours in one day, except the cleaning of machinery while in motion and in or about any place where malt or alcoholic liquors are prepared, as stated above.)

No child under the age of twenty-one years can be employed or permitted to work in the following:

- theater, concert hall or place of amusement where intoxicating liquors are sold.

Requirements of employer or any person coming within the provisions of this act:

1. Must keep a register in which is recorded the name, birth-place, age and place of residence of every person employed who is under sixteen years of age.
2. Must have a written permit on file, issued by the superintendent of schools, county school commissioner or other person authorized to issue permits before he employs, permits to be employed or allows to work, any child under sixteen years of age.
3. Must return the permit to issuing officer immediately when the child leaves the employment.

(NOTE: "A child shall be considered as having withdrawn from his employment when he or she shall have absented himself or herself from work for five full working days without explanation.")

4. Must produce the register and permit for inspection on demand of a factory inspector who may demand it.
5. Allow all minor employes under eighteen years of age who have not completed the work of the eighth grade, a reduction in hours of work of not less than four hours per week to attend continuation classes which have been established in such city for minors under sixteen who are working as permitted by law.

Requirements of issuing officer:

The person authorized and required to issue permits cannot issue them until he has received, examined, approved and filed the following papers, duly executed:

1. The school report of the child properly filled out and signed.

(NOTE: The school record and other educational requirements are not required for working on Saturdays or other days of the school year outside of school hours and during the summer vacation.)

2. A passport, or duly attested transcript of the record of birth, from the proper public authority or a record of baptism or other religious record showing date and place of birth of the child.
3. If the record required under (2) cannot be secured, then there must be a written statement from a physician that he believes the child is at least fifteen years of age, sound in health and physically able to do the work he intends to do. (This statement must also give correct weight and height of child.)

4. Statement from the issuing officer that he has examined the child and in his opinion the following facts are true:

- (a) Can read intelligently.
- (b) Write legibly simple sentences in the English language.
- (c) The child is at least fifteen years of age (fourteen in case of vacation permits, permits for Saturdays and other days outside of school hours).
- (d) The child has the normal development of a child of his age.
- (e) The child is sound in health.
- (f) The child is physically able to do the work he intends to do.
- (g) The child's services are essential to the support of the parents or himself. (Permits for vacation periods, Saturdays and other days outside of school hours need not certify that the services are essential to the support of the family.)

The permit must be signed by the child in the presence of the issuing officer, and such permit must state the following:

date and place of birth, color of the hair and eyes, the height, weight and any distinguishing facial marks of such child, and that the papers required have been duly examined, approved and filed, and the child appeared before the issuing officer signing the papers, and was duly examined.

The school record must be signed by the principal or chief executive officer of the school and contain the following:

1. That the child has attended the public school, parochial school or schools equivalent to the public schools, at least one hundred days during the school year previous to his fifteenth birthday or previous to his application for the school record.
2. That he can read intelligently.
3. That he can write legibly simple sentences in the English language.
4. That he has passed at least the sixth grade in the public school or the equivalent in other schools.
5. The age and residence of the child.
6. The name of the parent, guardian or custodian.

Requirements of the child to whom the permit is issued:

1. Report every month, either in person or in writing to the issuing officer, through the parent or guardian stating the child is employed, giving name of employer and place of employment.
2. Must attend continuation classes established for minors under eighteen years of age for not less than eight hours per week if such child is under eighteen and has not completed a four-year high school course or its equivalent, unless he is excused for the

same reasons and under the same conditions as children under fifteen may now be excused from the provisions of the compulsory education law. (Act 421, of P. A. 1919.)

(NOTE: The provisions of Act 421, P. A. of 1919, do not take effect until September, 1920, and do not apply to employed minors who have reached the age of sixteen years prior to September 1, 1920.)

Females cannot be unnecessarily required to remain standing while employed.

No fee can be charged for issuing a permit or other record.

This act does not apply to children under sixteen employed by traveling companies to take part in the productions of the company.

Persons making a false statement, transcript, passport, school certificate, certificate of physical fitness, school record or any other writing required to be made by section ten may be fined not less than ten dollars nor more than one hundred, or imprisonment not less than ten days nor more than ninety days or they may be given both the fine and imprisonment in the discretion of the court.

(NOTE: If a child is excused or exempt under the compulsory education act, such child must meet the requirements of the Labor Act before the commissioner of schools or city superintendent can grant a labor permit.)

Act No. 421, Public Acts 1919

Sections (578)-(580)

AN ACT to provide for the vocational and general education of employed and other minors under eighteen years of age who have ceased to attend all-day schools.

The People of the State of Michigan enact:

Section 1. On and after the first day of September, nineteen hundred twenty, every school district having a population of five thousand or more and containing fifty or more children subject to the provisions of this act, shall, and any other school district may, through its board of education, establish and maintain part-time vocational or general continuation schools or course of instruction for the education of minors under eighteen years of age who have ceased to attend all-day schools. Said schools or courses of instruction shall be in session at least as many weeks in each year as the common schools of such district. When a school district shall have established said schools or courses it shall require the attendance thereof of every minor under eighteen years of age residing within the confines of said school district, who has ceased to attend all-day school and who has not completed a four-year high school course or its equivalent, provided that said minors may be excused from the provisions of this section, for the same reasons and under the same conditions as children under fifteen years of age may now be excused from the provisions of the compulsory education law: Provided further, That the provisions of this act shall not apply to employed minors who shall have reached the age of sixteen years prior to September one, nineteen hundred twenty. The required attendance provided

for in this act shall be at the rate of not less than eight hours per week, and shall be between the hours of eight o'clock in the morning and five-thirty o'clock in the afternoon of any working day or days, except that it shall not be Saturday afternoon. In the establishment and conduct of such part-time vocational and general continuation schools or courses of instruction, any school district may take advantage of established educational agencies or utilize any suitable quarters which meet the approval of the State Board of Control for Vocational Education: Provided, however, That said schools or courses shall be within reasonable access to the place of employment and, wherever established, shall be considered a part of the public school system of the district wherein the minors attending the same are employed. The time spent in a part-time vocational or general continuation school or course by a minor shall be reckoned as a part of the time or number of hours said minor is permitted by law to work.

Section 2. Minors sixteen and seventeen years of age, leaving regular day schools to enter employment, and the employers of such minors shall be subject to the same requirements as to permits to work as are provided by law for children under sixteen years of age and their employers: Provided, That permits for minors sixteen years of age and over shall not certify that the wages of the minor are essential to the support of the family.

Section 3. The employer of any minor under eighteen years of age, who is required to attend part-time vocational or general continuation school or courses of instruction as defined in this act, shall cease forthwith to employ such minor when notified in writing by the superintendent of schools, or his representative duly authorized in writing, having jurisdiction over such minor's attendance, of his non-attendance in accordance with the regulations as defined in this act. Any employer who fails to comply with the provisions of this act shall be punished by a fine of not less than ten or more than one hundred dollars for each offense. The superintendent of schools having jurisdiction, or a person authorized by him in writing, may revoke the employment permit of any minor who fails to attend such school or courses of instruction when required by the provisions of this act.

Cigarette Law

(Act 31, Public Acts of 1915)

Section 1. Any person within this state who sells, gives to, or in any way furnishes any cigarettes in any form to any person under twenty-one years of age shall be punished by fine not to exceed fifty dollars or imprisonment in the county jail for not to exceed thirty days for each offense.

Section 2. Any person under twenty-one years of age who shall smoke or use cigarettes in any form, on any public highway, street, alley, park or other lands used for public purposes, or in any public place of business or amusement, may be arrested by any officer of the law, who may be cognizant of such offense; and further, it shall be the duty of such officer upon complaint of any person and upon warrant properly issued to arrest such offenders and take them to the proper court. In case the offender is found guilty the court may impose a penalty in its discretion in the sum of not to exceed ten dollars or imprisonment in the county jail not to exceed five days for each offense.

Section 3. Any person who knowingly harbors any person under twenty-one years of age, or grants to that person the privilege of gathering upon or frequenting any property or lands held by him, for the purpose of indulging in the use of cigarettes in any form, shall be held under the same penalty as provided for under section one of this act: Provided, That no part of this act shall be construed as to interfere with the right of parents or lawful guardians in the rearing and management of their minor children or wards within the bounds of their own private premises.

Section 4. All acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

F O R M S A N D P R O C E D U R E S

FORMS AND PROCEDURES

Form of Notice for Annual Meeting

[Section 5663]

NOTICE—The annual meeting of School District No. of the Township of for the election of school officers and for the transaction of such other business as may lawfully come before it, will be held at, on Monday, the day of July, 19...., at o'clock M.

Dated this day of July, 19....

(Signed)
Director

Notice of Special Meeting

[Section 5662]

(At the written request of five legal voters)

NOTICE—A special meeting of the legal voters of School District No..., in the Township of, called on the written request of five legal voters, will be held at on the day of , 19...., at ... o'clock M., for the purpose of

(Write every object that is to come before the meeting.)

Dated this day of, 19....

(Signed)
Director

Notice to Compel the Calling of a Special Meeting

To the School Board of District No., Township of County of , and State of Michigan:

We, the undersigned legal voters request your board to call a special meeting of the voters of said district for the purpose of

(Tell the purpose.)

Signed:

.....
.....
.....

Dated this day of, A. D. 19....

(Note: This petition must be signed by at least five legal voters. If it is a question upon which only taxpayers vote, it must be signed by at least five taxpaying electors.)

Special Meeting Called by the School Board
[Section 5662]

NOTICE—A special meeting of the legal voters of School District No., in the Township of, called by the district board, will be held at on the day of, 19..., at o'clock M., for the purposes of.....

(Insert every object that is to come before the meeting.)

Dated this day of, 19....

(Signed)

Director

(NOTE: Unless the business to be transacted is given in the notice of special meetings, it cannot come before the voters. The board should not call a special meeting of the district unless the voters have authority to act upon the question to be submitted. See pages 14-15 for a list of questions that cannot be considered by district meetings.)

Notice to Compel the Board to Submit the Question of the Adoption of Free Textbooks

To the School Board of District No., Township of, County of, and State of Michigan:

We, the undersigned legal voters and taxpayers of said district request your board to place upon the notice for the annual meeting of said district a notice that the legal voters will be asked to vote upon the question of the adoption of free textbooks for said district.

Signed:

.....

Dated this day of, A. D. 19....

(NOTE: This petition must be signed by at least five legal taxpaying electors.)

Constitutional Oath of Office

"I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of according to the best of my ability."

Form of Acceptance and Affidavit by District Officers, to Be Filed with the Director or Secretary of Board

[Section 5672]

I do hereby accept the office of in School District No. of the Township of, County of, Michigan.

Dated this day of, 19....

(Signed)

Affidavit

STATE OF MICHIGAN, }
COUNTY OF } ss.

....., being duly sworn, says that he has been elected to the office of, in School District No. of the Township of, County of, Michigan, that he is a legally qualified voter in school meetings of said district, that his name appears on the assessment roll of said township and of said district, and that he is the owner in his own right of the property so assessed.

(Signed)

Subscribed and sworn to before me, a , this day of, A. D. 19....

My commission expires

(NOTE: The oath of office may be taken before the senior member of the school board. This means the member whose term soonest expires. For example, the director's term might expire and at the annual meeting some one else is elected to take his office, then he would be the senior officer, for he is director until the newly elected director is qualified. If the director is re-elected he takes his oath before the other member of the board whose term soonest expires. What has been said concerning the director applies to the other members of the board under similar circumstances.)

Form of Teacher's Contract Between District Board and Teacher

[See Sections 5680, 5736, 5899]

It is hereby contracted and agreed between the district board of School District No., in the Township of, County of, and State of Michigan, and, a legally qualified teacher in said county and township, that the said shall teach the school of said district for the term of months, commencing on the day of, 19...., and that there shall be vacation periods of days beginning on the following dates:

The said agrees to faithfully keep a correct list of the pupils, grade and age of each attending school; to faithfully observe and enforce the rules and regulations established by the district board of said district for the external management of said school and endeavor to preserve in good condition and order the school grounds, furniture and such other district property as may come under h... supervision. The said further agrees to teach the subject of physiology and hygiene with special reference to the effects of alcoholic drinks and narcotics as is required by law, also to give instruction in regard to the mode by which dangerous communicable diseases are spread, the best methods for the restriction and prevention of such diseases, and will report the facts in regard to all such instruction to the director at the close of the school term or year. The said

..... further agrees to prepare a report at the close of the school term or year showing the foregoing facts, also the number of days each pupil attended school, the aggregate attendance, the average daily attendance and the percentage of attendance, together with such other items as the said district board or the commissioner of schools may require, and that all this information and all these reports shall be placed in the hands of the director at the close of the school term or year and prior to receiving the wages for the last month's labor.

The said further agrees to give instruction in such other branches as the law may require and carry out the provisions of the Course of Study prescribed for said district.

The said district board, in behalf of said district, agrees to provide a water supply for the school, to keep the schoolhouse in good repair, and the school grounds in good and sanitary condition, to provide proper and necessary fuel, to provide a janitor, or allow the teacher dollars per month for such service, to purchase and place in the school room the necessary appendages specified in the law, to provide the teacher and pupils with proper charts and appliances for giving instruction in all subjects to be taught, and to do all things that will promote the welfare and success of the school, and to pay said for said services as teacher, to be faithfully and truly rendered and performed as above stated, the sum of dollars per month, the same being the amount of wages agreed upon, to be paid on or before the day of 19....; provided, that in case the said shall be dismissed from school by the said district board for gross immorality or violation of this contract, or shall permit h... certificate of qualification to expire, or shall have said certificate annulled or suspended by the county board of school examiners or other lawful authority, ... shall not be entitled to any compensation from and after such dismissal, annulment or suspension.

In witness whereof, we have hereunto subscribed our names this day of 19....

.....	Director
.....	Moderator
.....	Treasurer
.....	Teacher

Notice to Township Clerk of Taxes Voted by School District

[See Section 5667]

To the Clerk of the Township of, County of

You are hereby notified that at the annual meeting of legally qualified voters of school district No., township of, the following taxes were voted to be spread upon the property of the district for the ensuing year under the provisions of Section 4665, C. L. 1897, as amended:

For school sites.....	\$.....
For building schoolhouse.....
For library.....
For indebtedness.....
For officers' salaries.....
For excess tuition.....
 Total tax.....	\$.....

Said sums you will report to the supervisor to be assessed upon the taxable property of said district in accordance with the provisions of law.

Dated at this day of, 19....

..... Director (Secretary)
..... Moderator (President)
..... Treasurer
.....
.....

**Notice to Township Clerk of Taxes Voted by District Board Under the
Provisions of Section 4674**

[See Section 5676]

To the Clerk of the Township of, County of

You are hereby notified that the district board of school district No., township of, at a meeting of said board held on the day of, 19..., estimated and voted taxes for the following purposes, to be levied upon the property of said school district for the ensuing year:

Teachers' wages.....	\$.....
School furnishings and appurtenances.....
Care of property.....
Water supply.....
Premium on bonds.....
Transportation of pupils.....
Record books and blanks.....
Deficiencies
Flag and flagstaff.....
Free textbooks.....
General tuition.....
Tuition of eighth grade pupils.....
 Total	\$.....

Said sums you will report to the supervisor to be assessed upon the

taxable property of said district in accordance with the provisions of law.

Dated at this day of, 19....

..... Director (Secretary)

..... Moderator (President)

..... Treasurer

.....

.....

**Form of Notice to Be Used by Truant Officer Compelling School Boards
to Repair Outhouses**

Form of notices, suggestive of the kind that may be used by the county truant officer for the repair of outhouses. Under "Requirements for a Sanitary Outbuilding" the truant officer should state definitely what the school board should do to make the outbuilding sanitary. The requirements printed are given to indicate how this may be printed and not as the requirements of the Department of Public Instruction. Section 357.

Stub

....., Mich.,, 19....

Notice was served on the District Board of District No.
Township of, County of, Michigan, for placing
the outhouse... in sanitary condition.
(boys' or girls')

This notice was served on, personally,
(by registered mail). The district was given days from the date
hereof to do the work.

.....
County Truant Officer

Notice to teacher

....., Mich.,, 19....

To the Teacher of District No.

Township of, County of, Mich.

You are hereby notified that a written notice was served on the School Board of District No., Twp. of, County of, Michigan, that the..... outhouse... is (are) not in sanitary condition and they were given days from the date hereof to do the work. If this is not done you report direct to me.
(boys' or girls')

(Signed)
Truant Officer for Co.

Notice to school boards for repair of outhouses

To the School Board of District No., Mich., 19....

Township of

County of, Michigan.

You are hereby notified that the..... outhouse.... is
(boys' or girls')
 (are) not in sanitary condition as required below. You are hereby requested to make it (them) in sanitary condition within days from the date hereof, or I will hire a man to do the same and charge it to the district, as provided in Act No. 200 of the Public Acts of 1905, as amended.

Requirements for Sanitary Outbuildings

(The truant officer should have printed in this space definite instructions as to what will be acceptable. These should be in detail.)

.....
 County Truant Officer

Warrant Upon Township Treasurer for Moneys Belonging to School District

[See Sections 5688, 5693, 5706, 5901]

Treasurer of the Township of

County of, Michigan.

SIR—Pay to treasurer of School District No. in said township, the sum of dollars, out of

(Here insert the particular fund.)
 in your hands belonging to said district.

Dated this day of, 19....

.....
 Director

[Countersigned]

..... Moderator

School Treasurer's Bond

[See Sections 5693, 5895, 5735]

KNOW ALL MEN BY THESE PRESENTS: That we treasurer of School District No., Township of, County of and State of Michigan, and

 [his sureties], are each held firmly bound unto said district in the amount of to be paid to said district; for the payment of which sums and sum well and truly to be paid, we bind ourselves, our heirs, executors, and administrators, jointly and severally, firmly by these presents.

The condition of the above obligation is such that if the said treasurer as aforesaid, shall faithfully discharge the duties of his office as treasurer of said school district, and shall well and truly pay over to the person or persons, entitled thereto upon the proper order therefor, all sums of money which shall come into his hands as treasurer of said district, and shall, at the expiration of his term of office, pay over to his successor in office all moneys remaining in his hands as treasurer aforesaid, and shall deliver to his successor all books and papers appertaining to his said office, then this obligation shall be void, otherwise of full force and virtue.

Sealed with our seals and dated this day of 19....
 Signed, sealed and delivered
 in presence of

..... [L. S.]
 [L. S.]
 [L. S.]
 We approve the within bond. [L. S.]

(Signed) Moderator
 Director

Justification of Sureties on the foregoing Bond

..... and and
, the sureties, whose names are subscribed to the above bond, being duly sworn, each for himself, says that he is a resident in said county and is worth the sum specified in said bond, over and above all his debts and liabilities, exclusive of property exempt from execution.

Subscribed and sworn to before me, a in and
 for said county, this day of 19....

My commission expires

Notice of Meeting of Township Board for the Purpose of Altering the Boundary of a School District

[See Section 5655]

NOTICE—A meeting of the Township Board of the Township of, County of, Michigan, will be held at, on the day of, 19...., at o'clock ..M., for the purpose of

(Here insert *every object* that is to be brought before the meeting, and if for the purpose of changing boundaries of districts, state the alterations proposed.)

Dated this..... day of, 19....

(Signed)
Clerk of the Township Board

Notice of Township Clerk to Director, of Alteration in District

[See Section 5652]

To the Director of School District No., Township of, County of, Michigan.

SIR—At a meeting of the Township Board of the Township of held, 19...., the boundaries of School District No., Township of, were altered in such manner that the territory of said district now includes the following:

(Here insert the description.)

Dated this..... day of, 19....

(Signed)
Clerk of the Township Board

Application for Payment of Tuition

(Act 65, P. A. 1909, as amended.)

[See Section 5979]

....., Michigan, 19....
 To the District Board of School District No., Township of,
 County of, Michigan.

This is to certify that I am a resident of School District No.
 of the Township of, County of, and the
 of, who has completed
 (parent or guardian) (child's name)
 the studies of the first eight grades and holds a county eighth grade
 diploma (or has completed eight grades of work in a graded district) and
 desires to attend the high school at
 (name of town)
 during the ensuing year. I therefore request that
 tuition be paid by the district in accordance with the provisions of Act
 No. 65 of the Public Acts of 1909, as amended.

(To be signed by parent, legal guardian or person in parental relation.)

(NOTE: This application must be filed on or before the fourth Monday of June preceding
 the year for which tuition is to be paid or the school board is not required to pay the tuition.
 Application must be made each year that the child desires to attend high school.)

**Form of Bond to Be Furnished by a Depository When the Voters or
 School Board Have Designated a Depository**

[Sections 5693, 5895]

KNOW ALL MEN BY THESE PRESENTS: That we
 as officers of (Name of officers of depository)
 (Name of depository), acting for and in behalf of said
 as depository for the funds of School District
 (Name of depository)
 No., Township of, County of,
 and State of Michigan, and (Name of sureties)
 their sureties, are each held firmly bound
 unto said district in the amount of
 to be paid to said district; for the payment of which sum well and truly
 to be paid to said district, we bind ourselves, our heirs, our executors and
 administrators, jointly and severally, firmly by these presents.

The condition of the above obligation is such that if the officers for and
 in behalf of the said depository as named aforesaid shall faithfully dis-
 charge their duties as officers of said depository of said school district's

funds and shall well and truly receive, account for and pay over to the person or persons entitled thereto upon the proper order thereof, all sums of money which shall come into their hands as officers of the depository of the funds of said district, and shall on demand of the school district board and also at the expiration of the time for which the funds of said district are deposited, pay over to the proper officer thereof all moneys remaining in said depository or for which said depository is holden, then this obligation shall be void, otherwise of full force and virtue.

Sealed with our seals and dated this day of
A. D. 19....

Signed, sealed and delivered	[L. S.]
in presence of	[L. S.]
.....	[L. S.]
.....	[L. S.]

We approve the within bond

{	Moderator (President)
	Director (Secretary)
	
	

Justification of sureties on the foregoing bond

STATE OF MICHIGAN } ss.
COUNTY OF }

..... and , the sureties, whose names are subscribed to the above bond, being duly sworn, each for himself, says that he is worth the sum specified in said bond, over and above all his debts and liabilities, exclusive of property exempt from execution.

Subscribed and sworn to before me, a in and for said county, this day of, A. D. 19....

My commission expires

Form of School District Bonds
 [Section 5712-5713]

No..... \$.....

UNITED STATES OF AMERICA
 State of Michigan

County of

Township (City) of.....

School District Bonds

KNOW ALL MEN BY THESE PRESENTS: That School District No.....
 in the Township of....., in
 the County of....., and State of Michigan, acknowledges to owe and for value received hereby promises to pay to the bearer the sum of..... (\$.....)
 lawful money of the United States of America, on the..... day of..... A. D. 19...., with interest from the date hereof until paid at the rate of..... per cent per annum, payable annually on the..... day of..... of each and every year on presentation and surrender of the interest coupons attached hereto as they severally mature. The principal and interest of these bonds is hereby made payable from the building fund of said School District at..... And for the prompt payment of this bond, both principal and interest, at maturity the full faith, credit and resources of said School District are hereby irrevocably pledged.

This bond is one of the series of..... bonds numbered consecutively from one to....., inclusive, aggregating in amount the sum of \$..... of like date and tenor, (except as to maturity and amount) issued in accordance with sections 5712 and 5713, compiled laws of 1915, of the State of Michigan, and authorized by said District at a special meeting on....., 19...., called for the purpose of voting on the question of bonding the District for \$....., for the purpose of building and furnishing a new schoolhouse therein.

IT IS HEREBY CERTIFIED AND RECITED: That all acts, conditions and things, required by the law and constitution of the State of Michigan to be done, precedent to and in the issuing of said bonds, have been done, happened and performed in regular and due form and time, as required by law, and that the indebtedness of said District, including this bond, does not exceed any constitutional or statutory limitation.

IN TESTIMONY WHEREOF, the said School District, by its district board has caused this bond to be signed by its Director and countersigned by its Moderator, this..... day of....., A. D. 19....

.....
 Moderator (President)

.....
 Director (Secretary)

Coupon No..... Bond No..... \$.....

On the..... day of, A. D.
19...., School District No....., in the Township (City) of
....., County of, and
State of Michigan, promises to pay to the bearer \$.....,
atfor the annual
interest due on that day on its school bonds dated.....
.....A. D. 19.....

..... Moderator (President)

..... Director (Secretary)

Transportation Contract

[Section 5667]

THIS AGREEMENT entered into this day between the School Board of the of in the County of and State of Michigan, party of the first part, and of the of in the county of and State of Michigan, party of the second part, WITNESSETH:

1. That the said party of the second part for and in consideration of the sum of dollars to be well and truly paid to him by the party of the first part as is hereinafter set forth, agrees to transport such pupils, not to exceed in number, as shall be designated by the party of the first part, living along or adjacent to the route herein-after described to and from the places hereinafter specified, every day the public school shall be in session from the first day of July, 19..... to the thirtieth day of June, 19.....

2. Said party of the second part agrees to furnish a good
(Describe vehicle)
..... to be approved by the party of the first part, with sufficient seating capacity to accommodate, without crowding, pupils, unless such vehicle shall be provided by the party of the first part.

3. Said party of the second part agrees to provide all robes and blankets necessary to keep the pupils comfortably warm while being transported.

4. The party of the second part agrees that the vehicle, if furnished by him, shall have a proper top, and shall have curtains or other means by which the sides and ends may be closed on cold or stormy days, but so arranged that he shall have at all times an unobstructed view of the inside of the vehicle.

5. If a vehicle other than an automobile is used, the party of the second part agrees to furnish a good team of horses to haul said vehicle, said team to be gentle and kind and not afraid of automobiles or cars.

6. The party of the second part agrees that he, or the person driving the vehicle, who shall be approved by the party of the first part, shall absolutely abstain from the use of tobacco and intoxicating liquors and from the use of profane or improper language; to use every care and precaution for the protection of the pupils while in his care; to treat said pupils kindly and impartially and to report to the teacher the name of any pupil who refuses to obey him, or who shall be guilty of improper conduct or the use of profane or improper language.

7. The party of the second part agrees to transport said pupils over the following route: Beginning at thence

..... to the public school, returning by the same route.

8. The party of the second part agrees to cause said vehicle to arrive at said public school not earlier than o'clock and not later than o'clock in the morning and be ready to leave said school promptly at the close of the afternoon session on each and every day said school is in session.

9. The party of the second part agrees that no person, other than said pupils, except teachers employed by the party of the first part, and no freight whatever, shall be carried while the pupils are being transported, and said party further agrees that if the vehicle is furnished by the party of the first part, said vehicle shall not be used for any purpose other than the transportation of said pupils and teachers, except with the permission, in writing, of the party of the first part, and under such conditions as said party of the first part may prescribe.

10. The party of the first part agrees that if the party of the second part shall well and truly perform the service required by this agreement that it will pay or cause to be paid to the party of the second part said sum of dollars in ten equal monthly installments, the first installment to become due and payable on the last day of the month of

It is understood and agreed by the parties hereto that this agreement shall be without force or effect until it shall have been approved by the County Commissioner of Schools of the County of

IN WITNESS WHEREOF the party of the second part has hereunto set his hand and seal and the party of the first part has caused the same to be signed by the School Board of said district.

..... [L. S.]
Contractor

Signed, sealed and delivered
in presence of

.....	Members	} [L. S.]
.....	of the	 [L. S.]
.....	Board [L. S.]	

Contract for Building a Schoolhouse

[Section 5675]

Contract made and entered into between
of the township of , in the County of
and State of Michigan, and

.....
the district board of school district No. of the Township of , in the County of , and State of Michigan, and their successors in office.

In consideration of the sum of one dollar in hand paid, the receipt whereof is hereby acknowledged, and of the further sum of dollars, to be paid as hereinafter specified, the said hereby agrees to build a schoolhouse, and to furnish the material therefor, according to the plans and specifications for the erec-

tion of said house hereto appended and approved by the Superintendent of Public Instruction for the State of Michigan, and at such point in said district as said district board may designate. The said house is to be built of the best material in a substantial, workmanlike manner as provided by the plans and specifications as above approved, and is to be completed and delivered to the said district board or their successors in office, free from any lien for work done or material furnished, by the day of, 19.... And in case the said house is not finished by the time herein specified, the said shall forfeit and pay to the said district board or their successors in office, for the use of said district, the sum of dollars for each and every day thereafter that the building remains incompleted, and shall also be liable for all damages that may result to said district in consequence of said failure.

The said district board or their successors in office, in behalf of said district, hereby agrees to pay the said the sum of dollars when the walls are up and ready for the roof; and the remaining sum of dollars when the said house is finished and delivered as herein stipulated. It is further agreed that this contract shall not be sub-let, transferred, or assigned without the written consent of both parties.

Witness our hands this day of, 19....

[L. S.]
Contractor

Signed, sealed and delivered
in the presence of
.....
.....
[L. S.]
District Board

Form of Bond to Be Given to School Board by Contractor Before the Performance of the Contract

Bond Running to the State

(NOTE: The contractor must give two bonds, one running to the state and the other to the school board. Both bonds must be filed with the school board. Act No. 187, Public Acts 1905.)

BOND

KNOW ALL MEN BY THESE PRESENTS, That we, of the City of, County of and State of Michigan, Principal, and Surety, are held and firmly bound until the People of the State of Michigan in the sum of lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our Seals and dated this day of, A. D. 19....

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas the said have entered into a certain contract, hereto attached, with the School Board of District No. Township of, County of, and State of Michigan, bearing date of the day of, A. D. 19..., to furnish all materials, tools, machinery, and labor in strict accordance to and with the plans, drawings, specifications, conditions, etc., on file with the Superintendent of Public Instruction and approved by him.

WHEREAS, The above named surety by this instrument guarantees that the said Principal, his agents and all sub-contractors, shall fully pay, discharge and liquidate the claims, accounts and indebtedness of the said principal, his agents and all sub-contractors, for or on account of all labor performed and materials furnished in fulfilling the said contract and performing the several conditions as the same may become due and payable.

NOW THEREFORE, The condition of this obligation is such that if the said Principal, his agents and all sub-contractors, shall fully pay, discharge, and liquidate all claims, accounts and indebtedness of the said Principal, his agents, and all sub-contractors, for or on account of all labor performed or materials furnished in fulfilling said contract and performing the several conditions as the same may become due and payable, then this obligation shall become void, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the said Principal, and Surety, have hereunto subscribed their names and affixed their seals the day and year first above written.

signed, sealed and delivered in the presence of [L. S.]
.....	Principal
..... [L. S.]
	Surety

Bond Running to the School Board

(NOTE: The contractor must give two bonds, one running to the state and the other to the school board. Both bonds must be filed with the school board.)

BOND

KNOW ALL MEN BY THESE PRESENTS, That we of the City of, County of and State of Michigan, Principal, and Surety, are held and firmly bound unto the School Board of District No., Township of, County of, and State of Michigan, in the sum of lawful money of the United States, for the payment of which, well and truly to be made to the School Board of District No., Township of, County of and State of Michigan, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Sealed with our Seals and dated this day of
A. D. 19....

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas the said have entered into a certain contract, hereto attached, with the Michigan State Board of Education, bearing date of the day of, A. D. 19.... Now if the said shall well and truly fulfill all the covenants of said contract and shall perform all the undertakings therein stipulated by them to be performed and shall well and truly comply with and fulfill all the work and furnish all the labor and materials required by any and all changes in or additions to said contract which may hereafter be made, and shall fulfill all the guarantees contained in said contract, and shall perform all the undertakings stipulated by them to be performed in any and all such changes in or additions hereto, notice thereof to said sureties being hereby waived, and shall pay all legitimate claims for damages arising out of accident or injury to persons or property which may occur in connection with the execution of the work contemplated in said contract, then this obligation is to be void, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the said Principal, and Surety, have hereunto subscribed their names and affixed their seals the day and year first above written.

Signed, sealed and delivered in the presence of [L. S.]
	Principal
..... [L. S.]
	Surety

Challenging a Person Supposed Not to Be a Legal Voter

[Section 5665]

PROCEDURE

Any legal voter present may challenge a voter who he thinks is not legally qualified. He merely says, "I challenge the vote of John Doe, because he is not a legal voter." If John Doe wishes to vote he must take an oath before the chairman, which should be in the following manner:

The chairman will ask him to raise his right hand and then repeat to him the following:

(a) "You do swear (or affirm) that you are a citizen of the United States, that you have been for the last three months an actual resident of this school district, or residing upon property now attached to this school district, and that you are the parent or legal guardian of one or more children now included in the school census of such district."

(b) "You do swear (or affirm) that you are a citizen of the United States, that you have been for the last three months an actual resident of this school district, or residing upon territory now attached to this school district, and that you pay a school tax therein." (For the oath required in township districts organized under Act 117, P. A. of 1909, as amended, see Section 5913.)

(A person who can take the oath that is given under (a) is qualified to vote on any question not involving the direct raising of money. A person who can take the oath under (b) is qualified to vote on all questions.)

If the vote is by ballot the oath must be taken before the vote is cast, if by voice, after the vote is cast. The vote of a challenged voter cannot be counted unless he takes the required oath. It is the duty of the chairman to require the oath.

Borrowing Money When There Is Not a Sufficient Amount in the School Treasurer's Hands

[Sections 5676, 5916]

PROCEDURE

1. Call a regular meeting of the school board.
2. At this meeting estimate the amount that will be needed. The school board then will vote the amount and report it to the township clerk as provided in section 5677, 1919 School Laws, who will notify the supervisor and he will spread such tax upon the next tax roll.
3. At this same meeting of the school board they will vote to borrow not to exceed the amount voted.

A record of this meeting must be kept.

Form of promissory note that may be used by a school board when it borrows money.

Six Months... after date School District No. *6 fr*...
Township of *Texas*..., County of *Kalamazoo* and State of Michigan, will pay to
or bearer, *Five hundred & no/00*..... dollars,
(\$5.00)..... for value received. Rate of interest per cent per annum.

School Board

{	Moderator (President)
	<i>Guy L. Niestand</i>
	Director (Secretary)
Treasurer	

Bonding a District

PROCEDURE

For Bonding a Primary or Graded District to Build a Schoolhouse or Buy a Site. Sections 5712, 5713, 5714, 5715.

"Any school district, by a majority vote of the qualified voters of said district present at an annual meeting or at a special meeting called for that purpose, may borrow money, and may issue bonds of the district therefor, to pay for a schoolhouse site or sites, and to erect and furnish school buildings."

1. The district board at a board meeting must estimate the amount of money to be raised.

(NOTE: The amount to be raised by bonding shall not exceed ten per cent of the assessed valuation of the district and the bonds cannot be for a longer period than fifteen years.)

2. The amount estimated must be stated in the notices of the annual or special meeting at which the vote is to be taken.

3. At least three notices must be posted in the most public places, one of which must be on the schoolhouse door if there is one. The purpose of the meeting must be stated in the notices.

4. At least six full days must be allowed between the posting of the notices and the time of the meeting. If it is intended to establish or change a site, then ten days notice is necessary.

5. At a district meeting called for bonding, a majority of the legal voters, as defined on page 67 of this bulletin, may change the estimate of the school board, making it more or less before the vote is taken.

6. The district board and one person selected by a majority of the voters present shall be the inspectors of election.

7. These inspectors of election shall provide a ballotbox similar to those used at township elections, and they must keep a list of those who vote. These names should be placed in the record book of the director or secretary of the school board.

8. The vote must be by ballot, either printed or written, or partly printed and partly written.

9. The polls must be kept open two hours.

10. Immediately after the polls are closed, the board of inspectors above referred to, open the ballot box and count the votes and publicly declare the result, stating the whole number of votes cast for and against the bonding. The board of inspectors shall sign a written statement of this result and file it with the director or secretary of the school board, who will place a copy of the same upon his school record book.

11. The district board issues the bonds, determines the form and the amount of each payment. The legal voters determine the full amount of the bonds when the bonds shall be paid and the rate of interest. Section 5713.

(NOTE: Each payment cannot be less than fifty dollars and the rate of interest cannot be more than eight per cent.)

12. Qualifications for voting on bonding a primary or graded district:
The elector (man or woman) must have all the following qualifications: Section 5664.

1. Full citizen of the United States
2. 21 years of age
3. Resident of the district at least three months next preceding the meeting
4. Hold property, real or personal, assessed for school taxes in the district.

(NOTE: These qualifications do not apply in any city having a population of 250,000 or over comprising a single school district. In such districts the qualifications of voters are the same as under the general election law. Act 7, P. A. 1917.)

(NOTE: The school board should require a bond from the contractor who is constructing or altering a school building to protect the district against the claims of those who furnish material. Act No. 187, Public Acts 1905. See pages 61-63 for form of contract between contractor and school board and the two bonds which the contractor is required to furnish to the school board.)

Cities with a population of more than 15,000 and less than 100,000 cannot bond to exceed 5% of the total assessed valuation.

(NOTE: The school board of a village, city, graded, or primary district wishing to bond for an amount of money should apply to the Department of Public Instruction for a complete procedure for bonding a school district.)

(NOTE: See page 58 for form of bond which a school district may issue to raise money.)

Organization of a Township Unit District

PROCEDURE

(Act 117, Public Acts of 1909)

[See Sections 5909-5933]

1. Petition to the township clerk signed by at least one-fourth of the qualified school electors of the township requesting the submission of the proposition of becoming a township unit district.

Form of petition:

To the Township Clerk of the Township of , County of , Michigan:

We, the undersigned qualified school electors of said township petition the township board to call an election for the purpose of submitting the question of organizing said township into a single school district, under the provisions of Act 117, Public Acts of 1909, as amended.

.....
.....
.....

2. Upon the receipt and filing of the above petition the township clerk shall call a meeting of the township board within five days after the filing of the petition. The law requires the township board to attend such meeting. The township board at such meeting shall consider the names appearing on the petition and if it is found that one-fourth of the

qualified school electors of said township have signed the petition requesting the township board to call an election to submit the question of organizing the township into a single school district it shall be the duty of the township board to call an election within thirty days from the date of the meeting of the township board when the petition was considered, unless it is not more than four months nor less than twenty days before the annual township election, in which case the proposition for organizing a township unit district shall be submitted at such annual election. Section 5909.

The township board shall make and file oath with the county clerk and the county commissioner of schools of the county, a certified copy of the above named petition together with its findings and decisions thereon. Section 5909.

3. The township board shall post notices of such special or annual township election in at least five public places of the township and at least one notice in each organized school district in the township. Section 5909.

Form of notice to be used

(If at special election)

NOTICE—To the qualified electors of the Township of
County of Michigan:

The township board of said township has called a special election, for the purpose of submitting the question of organizing said township into a township school district as provided under Act 117, Public Acts of 1909, as amended, at the town hall of said township on the day of A. D. 19....

Dated this day of A. D. 19....
(Signed)
Township Clerk

(If at the annual township election)

NOTICE—To the qualified school electors of the Township of
County of Michigan:

The township board of said township will submit the question of organizing said township into a township school district as provided under Act 117, Public Acts of 1909, as amended, at the annual township election to be held at the town hall on day of A. D. 19....

Dated this day of A. D. 19....
(Signed)
Township Clerk

Form of ballot to be used

Shall township be organized into a single school
(Name of township)
district? Yes

Shall township be organized into a single school
(Name of township)
district? No

(Note: This election whether special or at the annual township election is conducted in the same manner as township elections. See 5909.)

4. If a majority of the school electors of such township voting in favor of the organization into a single school district, the township board shall call a meeting of the qualified school electors of said township on the second Monday of July following. The township board must post a notice of such meeting in at least five public places of the township and at least one notice in each organized district. Section 5909.

Form of notice to be used

(Sections 5909, 5912)

NOTICE—To the qualified school electors of Township, County of, Michigan:

A township election has been called by the township board of said township at the town hall on Monday the day of, A. D. 19...., at 10 o'clock A. M., for the purpose of electing five trustees for the township school district; one for the term of one year, two for the term of two years and two for the term of three years. During the last two hours or between the hours of three and five o'clock, the general business of the district as to voting taxes will take place.

Dated this day of, A. D. 19....

(Signed).....

Township Clerk

The person or persons receiving the highest number of votes cast shall be declared elected trustee.

5. This election is conducted by the township board of the township in the same manner as township elections. The township clerk must keep a record of his first election and file one copy in his office and turn one copy over to the secretary of the board of education when the board is organized. Section 5911.

6. Within five days after the first election the township clerk shall notify in writing the persons elected trustees and the trustees must file with the township clerk their written acceptance and affidavit within five days after such notice from the township clerk. Section 5914.

7. The trustees meet on the fourth Monday of July and organize by the election of president, secretary, and treasurer from their number. The secretary then notifies the county school commissioner and Superintendent of Public Instruction, giving name and post office address of each member. Section 5914.

8. Qualified school electors who may sign the petition required in this procedure and who may vote on the organization of such district or for trustees are those (men or women) who have all the following qualifications given under (a) or (b) :

- (a) Twenty-one years of age, full citizen of the United States, have resided in the district at least three months and the parent or legal guardian of children included in the school census of the township; or,

(b) Twenty-one years of age, full citizen of the United States and have resided in the district three months and own property in fee, by contract or homestead right which is assessed for school taxes in the township. Section 5911.

(To vote on the question of raising taxes the voter must have the qualifications given under (b).)

(NOTE: Joint deeds qualify both husband and wife to vote taxes if otherwise qualified.)

9. Qualified school electors living in fractional districts, the school-house of which is in the township adopting the township district system, have the right to sign the petition and vote. Section 5910.

10. City school districts and graded school districts having a population of more than nine hundred are exempt from the provisions of this act unless by a majority vote of the legal voters they elect to come under the provisions of the act. Section 5910.

11. Qualifications for holding office:

Men or women who have all of the following qualifications:

- (a) Twenty-one years of age
- (b) Full citizen of the United States
- (c) Have resided in the district at least three months next preceding election
- (d) Name appears on the assessment roll and owner in his or her own right of the property so assessed. Section 5911.

(NOTE: Joint deed qualifies both husband and wife to hold office.)

12. At the first and every election the township board is the board of election inspectors. Section 5911.

13. The annual school meetings must be kept open from ten a. m. until five p. m.

14. For the provision relative to fractional school districts existing at the time of formation of the township district, see Sections 5909, 5910.

15. As soon as the township district is duly organized by the election of officers and their qualification, the newly elected board of education will proceed as provided in the act referred to herein.

The Formation of a New District Taken from Two or More Districts, Which Does Not Disband, Consolidate or Divide the Original Districts

[Section 5648]

PROCEDURE

(NOTE: This procedure is not to be followed when a district is divided, disbanded or consolidated. See procedure for that.)

1. Notice of meeting of township board

[See Section 5656]

NOTICE—A meeting of the township board of the Township of.....
County of, Michigan, will be held at

on the day of, 19..., at o'clock
.... M, for the purpose of

(Here insert every object that is to be brought before the meeting, and if for the purpose of changing boundaries, state the alterations proposed.)

Dated this day of, 19....
(Signed)

(NOTE: This notice must be posted in three public places at least ten days previous to the meeting. There must be at least one notice in each of the school districts to be affected by the alteration, even if it requires more than three notices. Section 5655.)

A meeting of the township board is necessary for the purpose of taking action on the formation of the new district. If they vote to form the new district, notice is given by the township clerk to a taxable inhabitant of the new district, a notice to be left at each house of the legal voters of the new district and a notice to the director or directors of the district or districts that have had their boundaries altered.

2. Notice by the clerk of the township board to a taxable inhabitant of a district of the time of its formation

[See Section 5649]

To.....

.....,.....
(Taxable inhabitant)

SIR—The township board of the Township of has formed a school district in said township, to be known as District No. and bounded as follows:

(Here insert the description.)

The first meeting of said district will be held at, on the day of, 19..., at o'clock,M, and you are instructed to notify every legal voter of said district of the same, at least five days previous to said meeting, either personally or by leaving a written notice at his place of residence. You will indorse on this notice a return, showing each notification, with the date or dates thereof, and deliver the same to the chairman of said meeting

Dated this day of 19

(Signed) Clerk of the Township Board

3. Notice of first meeting—when made in writing to be left at the house of every legal voter at least five days before the meeting

[See Section 5649]

SIR—School District No. of the Township of
having been formed by the township board, you, as a legal voter in said

district, are hereby notified that the first meeting thereof will be held at on the day of, 19...., at o'clockM.

Dated this day of, 19....

(Signed)

(The person appointed to give notice)

4. Indorsement upon the notice (No. 2) by person notifying the legal voters of the new district

[See Sections 5649, 5650, 5651]

I,, hereby return the within (or annexed) notice, having notified the qualified voters of the district, as follows:

.....
.....
.....

(Signed)

(Taxable inhabitant who notified each voter in new district)

This return must have written upon it the names of the legal voters notified and the date of notification of each one. The notice and return are delivered to the chairman of the first meeting of the new district, and by the chairman to the director elected at this meeting.

At this first meeting of the new district, the qualified voters present elect a chairman and secretary and then proceed to elect officers of the district. Section 5668. This proceeding applies whether the district is formed wholly in a township, or if it is to be a fractional district.

The officers elected at this meeting should immediately file their acceptance with the director, who shall have previously filed an acceptance with himself, and then the district will be deemed duly organized and should proceed to the business as in any school district. Section 5652.

The township board shall determine the division of the property between the original district and the portion taken from it to form the new district. In making this division the township board must take into consideration the money on hand and the value of the schoolhouse, school site, equipment and all property of the original district at the time of taking a portion of the district to form the new district. This division is made in proportion to the taxable property of the original district remaining and the part taken to form the new district. For example, if one-fourth of the original district is placed in the new district, the new district will be entitled to one-fourth of the money on hand and one-fourth of the value of the property in the original district at the time of division. If there are debts against the original district, the new district must pay its proportionate share and this amount should be taken out before paying over the money to the new district. Sections 5659-5660.

Consolidation of School Districts

PROCEDURE

As will be noticed in Section 5656, the consent of a majority of the resident taxpayers of each district must be secured.

The question of consolidation of school districts can be voted upon at either the annual or a special meeting (Act 136, P. A. 1917). Section 5766. The notice of the annual meeting must state that the question of consolidation with another district is to be voted upon. Notice also that this vote to authorize the consolidation must be a majority of all the resident taxpayers of the district. For example, if there are twenty-five taxpayers in the district, there must be at least thirteen votes at the meeting in favor of consolidating the district.

In voting, the ballot should read as follows:

"Shall District No. of the township of abandon its present organization and consolidate its territory with District (or districts) No. of the township of....., to form a new school district?" () Yes

"Shall District No. of the township of abandon its present organization and consolidate its territory with District (or districts) No. of the township of....., to form a new school district?" () No

Only citizens of the United States, twenty-one years of age, male or female, who are resident taxpayers of the district can vote on the question, and a majority vote will decide the matter. After the people of the district have voted on the question, if the vote is for consolidation, the director should notify the township clerk of the action taken by the people. The following is the proper form of notice:

Notice to township board to consent to consolidation of school districts

To the Township Clerk of Township.

SIR—At the annual meeting of the legally qualified voters of School District No. Township of held 19...., the question of disbanding the present organization of said district and uniting its territory with that of other school districts was submitted. resident taxpayers of the district were present. The result of the vote was as follows: number of votes in favor of disbanding the district,; number of votes opposed to disbanding the district, You are therefore hereby notified that a majority of the resident taxpayers of said School District No. of the Township of have consented to the disbanding of said district and the consolidation of its territory with

(Name district or districts)

and you are hereby requested to call a meeting of the township board of township at the earliest possible date to consolidate the territory and dispose of the property of said School District No.

Township of
 Dated at, this day of, 19....
 Director

Action of the township board after school districts have given their consent to consolidation

When the notice of the action of the people, as stated above, has been filed with the township clerk, he should immediately call a meeting of the township board of the township, or, in the case of fractional districts, of the several townships in which the territory may be located. The township board, or boards, if fractional, will immediately proceed to act in the matter and consolidate the districts if they think this should be done.

The matter of the disposition of the territory is wholly within their discretionary powers, Sections 5659-5660. Notices of this meeting must be posted so the people will have an opportunity to be heard if they so desire.

1. Notice of meeting of township board

[See Section 5655]

NOTICE—A meeting of the township board of the township of County of, Michigan, will be held at, on the day of, 19...., at o'clock M., for the purpose of

(Here insert every object that is to be brought before the meeting,

 and if for the purpose of changing boundaries, state the alterations proposed.)

Dated this day of, 19....
 (Signed)

Clerk of the Township Board

(NOTE: This notice must be posted in three public places at least ten days previous to meeting. There must be at least one notice in each of the school districts to be affected by the alteration, even if it requires more than three notices. Section 5655.)

Meeting of the township board for the purpose of taking action on the formation of the new district. If they vote to form a new district, notice is given by the township clerk to a taxable inhabitant of the new district, a notice to be left at each house of the legal voters of the new district, and a notice to the director or directors of the district or districts that have had their boundaries altered.

2. Notice by the clerk of the township board to a taxable inhabitant of a district of the time of its formation

[See Section 5649]

To
 (Taxable inhabitant)

SIR—The township board of the Township of has formed

a school district in said township, to be known as District No..... and bounded as follows:

.....
(Here insert the description.)

The first meeting of said district will be held at, on the day of, 19...., at o'clock,M., and you are instructed to notify every legal voter of said district of the same, at least five days previous to said meeting, either personally or by leaving a written notice at his place of residence. You will indorse on this notice a return, showing each notification, with the date or dates thereof, and deliver the same to the chairman of said meeting.

Dated this day of, 19....

(Signed)
Clerk of the Township Board

3. Notice of first meeting—when made in writing to be left at the house of every legal voter at least five days before the meeting

[See Section 5649]

To
(Legal voter)

SIR—School District No. of the Township of having been formed by the township board, you, as a legal voter in said district, are hereby notified that the first meeting thereof will be held at, on the day of, 19...., ato'clockM.

Dated this day of, 19....

(Signed)
(The person appointed to give notice)

4. Indorsement upon the notice (No. 2) by person notifying the legal voters of the new district

[See Section 5649, 5650, 5664]

I, hereby return the within (or annexed) notice, having notified the qualified voters of the district, as follows:

.....
.....
.....

(Signed)
(Taxable inhabitant who notified each voter in new district)

This return must have written upon it the names of the legal voters notified and the date of notification of each one. The notice and return are delivered to the chairman of the first meeting of the new district, and by the chairman to the director elected at this meeting.

At this first meeting of the new district, the qualified voters present elect a chairman and secretary and then proceed to elect officers of the

district. Section 5649. This proceeding applies whether the district is formed wholly in a township, or if it is to be a fractional district.

The officers elected at this meeting should immediately file their acceptance with the director, who shall have previously filed an acceptance with himself, and then the district will be deemed duly organized and should proceed to the business as in any school district. Section 5652.

Dividing a School District

PROCEDURE

Section 5656 provides that a district cannot be divided without the consent of a majority of the resident taxpayers of the district to be divided.

The question of dividing a school district may be voted upon at either the annual meeting or a special meeting called for that purpose. In either case the question to be voted upon must be stated in the notice. (See page 47 for the form of a special notice.) Notice also, that this vote to authorize the division of the district, must be a majority of all the resident taxpayers of the district. For example, if there are twenty-five taxpayers in the district, there must be at least thirteen votes at the meeting in favor of dividing the district.

In voting, the ballot should read as follows:

"Shall District No. of the township of permit the township board to divide the territory of said district and form a new district?" () Yes

"Shall District No. of the township of permit the township board to divide the territory of said district and form a new district?" () No

Only citizens of the United States, twenty-one years of age, male or female, who are resident taxpayers of the district can vote on the question and a majority vote of all the resident taxpayers of the district will decide the matter. After the people of the district have voted on the question, if the vote is in favor of division, the director should notify the township clerk of the action taken by the people. The following is the proper form of notice:

1. Notice to the township board of consent to divide the territory of a school district

To the Township Clerk of Township:

SIR—At the annual (or special) meeting of the legally qualified voters of School District No., Township of, held, 19...., the question of dividing the present territory to form a new district was submitted. resident taxpayers of the district were present. The result of the vote was as follows: number of votes in favor of dividing the district.....; number of votes opposed to dividing the district You are therefore hereby notified that a majority of the resident taxpayers of School

District No. of the Township of have consented to the division of the territory of said district for the purpose of forming a new district and you are hereby requested to call a meeting of the township board of township at the earliest possible date to make such division of territory and property.

Dated at this day of, 19....

.....
Director

2. Notice of meeting of township board

[See Section 5656]

NOTICE—A meeting of the township board of the township of County of, Michigan, will be held at, on the day of, 19...., at o'clock M., for the purpose of
(Here insert every object that is to be brought before the meeting,

.....
and if for the purpose of changing boundaries, state the alterations proposed.)
.....

Dated this day of, 19....

(Signed)
Clerk of the Township Board

(NOTE: This notice must be posted in three public places at least ten days previous to the meeting. There must be at least one notice in each of the school districts to be affected by the alteration, even if it requires more than three notices. Section 5660.)

If the township board vote to form a new district, notice is given by the township clerk to a taxable inhabitant of the new district, a notice to be left at each house of the legal voters of the new district, and a notice to the director or directors of the district or districts that have had their boundaries altered.

3. Notice by the clerk of the township board to a taxable inhabitant of a district of its formation

[See Section 5649]

To
(Taxable inhabitant)

SIR—The township board of the Township of has formed a school district in said township, to be known as District No. and bounded as follows:
.....
(Here insert the description.)

The first meeting of said district will be held at, on the day of, 19...., at o'clock, M., and you are instructed to notify every legal voter of said district of the same, at least five days previous to said meeting, either personally or by leaving a written notice at his place of residence. You

will indorse on this notice a return, showing each notification, with the date or dates thereof, and deliver the same to the chairman of said meeting.

Dated this day of, 19....
 (Signed)
 Clerk of the Township Board

4. Notice of first meeting—when made in writing to be left at the house of every legal voter at least five days before the meeting

[See Section 5649]

To
 (Legal voter)

SIR—School District No. of the Township of having been formed by the township board, you, as a legal voter in said district, are hereby notified that the first meeting thereof will be held at, on the day of, 19...., at o'clockM.

Dated this day of, 19....
 (Signed)
 (The person appointed to give notice)

5. Indorsement upon the notice (No. 3) by person notifying the legal voters of the new district

[See Section 5649, 5650, 5664]

I,, hereby return the within (or annexed) notice, having notified the qualified voters of the district, as follows:

.....

 (Signed)
 (Taxable inhabitant who notified each voter in new district)

This return must have written upon it the names of the legal voters notified and the date of notification of each one. The notice and return are delivered to the chairman of the first meeting of the new district, and by the chairman to the director elected at this meeting.

At this first meeting of the new district, the qualified voters present elect a chairman and then proceed to elect officers of the district. Section 5649. This proceeding applies whether the district is formed wholly in a township, or if it is to be a fractional district.

The officers elected at this meeting should immediately file their acceptance with the director, who shall have previously filed an acceptance with himself, and then the district will be deemed duly organized and should proceed to the business as in any school district. Section 5652.

The township board shall determine the division of the property between the original district and the portion taken from it to form the new district. In making this division the township board must take into consideration the money on hand and the value of the schoolhouse, school

site, equipment and all property of the original district at the time of taking a portion of the district to form the new district. This division is made in proportion to the taxable property of the original district remaining and the part taken to form the new district. For example, if one-fourth of the original district is placed in the new district, the new district will be entitled to one-fourth of the money on hand and one-fourth of the property in the original district at the time of division. If there are debts against the original district, the new district must pay its proportionate share and this amount should be taken out before paying over the money to the new district. Sections 5659-5660.

Disbanding a School District and Attaching the Territory to Other Districts

PROCEDURE

Section 5656 provides that a district cannot be disbanded without the consent of a majority of the resident taxpayers of the district to be disbanded.

The question if disbanding a school district may be voted upon at either the annual meeting or a special meeting called for that purpose. In either case the question to be voted upon must be stated in the notice. (See page 47 for the form of a special notice.) Notice also, that this vote to authorize the disbanding of the district, must be a majority of all the resident taxpayers of the district. For example, if there are twenty-five taxpayers in the district, there must be at least thirteen votes at the meeting in favor of disbanding the district.

In voting the ballot should read as follows:

"Shall District No. of the township of abandon its present organization and request the township board to attach its territory to other districts?" () Yes

"Shall District No. of the township of abandon its present organization and request the township board to attach its territory to other districts?" () No

Only citizens of the United States, twenty-one years of age, male or female, who are resident taxpayers of the district can vote on the question, and a majority vote of all the resident taxpayers of the district will decide the matter. After the people of the district have voted on the question, if the vote is for the abandonment and the attaching of the territory to other districts, the director should notify the township clerk of the action taken by the people. The following is the proper form of notice:

Notice to the township board of consent to abandonment of the present organization and the request to attach the territory to other districts

To the Township Clerk of Township:

SIR—At the annual (or special) meeting of the legally qualified voters of School District No. Township of held

....., 19...., the question of disbanding the present organization of said district and uniting its territory with that of other school districts was submitted. The result of the vote was as follows: number of votes in favor of disbanding the district,; number of votes opposed to disbanding the district, You are therefore hereby notified that a majority of the resident taxpayers of said School District No. of the Township of have consented to the disbanding of said school district and the uniting of its territory with other districts and you are hereby requested to call a meeting of the township board of township at the earliest possible date to attach the territory of said district to other districts.

Dated at, this day of, 19....

.....
Director

Abandonment of a school district by the township board after the district has given its consent

When the notice of the action of the people, as stated above, has been filed with the township clerk, he should immediately call a meeting of the township board of the township, or, in case of fractional districts, of the several townships in which the territory may be located. The township board, or boards, if fractional, will immediately proceed to act in the matter and dissolve the district if they think this should be done.

The matter of the disposition of the territory is wholly within their discretionary powers, Sections 5659-5660. Notices of this meeting must be posted so the people will have an opportunity to be heard if they so desire.

Notice of meeting of township board

[See Section 5656]

NOTICE—A meeting of the township board of the township of County of, Michigan, will be held at, on the day of, 19...., at o'clockM., for the purpose of

(Here insert every object that is to be brought before the meeting,

.....
and if for the purpose of changing boundaries, state the alterations proposed.)

.....
Dated this day of, 19....

(Signed)

Clerk of the Township Board

(NOTE: This notice must be posted in three public places at least ten days previous to the meeting. There must be at least one notice in each of the school districts to be affected by the alteration, even if it requires more than three notices. Section 5655.)

At the time of dissolving the district, or soon thereafter, the township board should dispose of the school property and divide the proceeds, also

any moneys on hand, among the districts to which the territory of the abandoned district has been attached. This is apportioned according to the assessed value of the property each district received from the abandoned district. Sections 5659-5660.

**Disbanding of a School District by the Township Board as Provided in
Section 5652**

PROCEDURE

The township board may disband a school district under the following conditions:

- (a) Whenever there are not three or more persons in the district qualified to hold office.
- (b) Whenever the district fails to have school for the time required by law for two years in succession.

Before disbanding the township board must give the following notice.
(Section 5655)

Notice of meeting of township board

[See Section 5656]

NOTICE—A meeting of the township board of the township of, County of, Michigan, will be held at, on the day of, 19...., at o'clockM., for the purpose of
(Here insert every object that is to be brought before the meeting,

.....
and if for the purpose of changing boundaries, state the alterations proposed.)
.....

Dated this day of, 19....

(Signed)

Clerk of the Township Board

(NOTE: This notice must be posted in three public places at least ten days previous to the meeting. There must be at least one notice in each of the school districts to be affected by the alteration, even if it requires more than three notices. Section 5655.)

At this meeting if the township board (or boards, if a fractional district) vote to disband, they must immediately attach the territory to other districts already formed.

Organization of Township School Districts in the Upper Peninsula
[Sections 5892-5907]

PROCEDURE

(NOTE: This procedure applies to townships of the upper peninsula and can not be used in the lower peninsula.)

If the qualified electors of any organized township of the upper peninsula desire to become organized as a single school district, they should petition the township board to form such a district. This is done by filing in the office of the township clerk at least fifteen days prior to the first day of July a petition signed by a majority of the school electors of the township.

Form of petition to be used for filing with the township clerk

To the Township Board of Township, County, Michigan:

We, the undersigned legal school electors of said township, petition the township board of said township to proceed to organize a township district as provided under Act No. 176, Public Acts of 1891, as amended.

Signatures:

.....

(NOTE: This petition may be signed by any person who can vote upon any question at a school meeting. See page 10 for qualifications of school electors.)

As soon as this petition is filed the township clerk must notify the members of the township board to attend a special meeting of the board to compare the names on the petition with those names appearing on the list of registered voters qualified to vote at school meetings. This meeting must be held within five days from the filing of the petition. If it is found at this meeting that a majority of the legal school electors have signed the petition for the organization of a township district the township board must give notice that on the second Monday of July there will be elected five trustees. This notice must be posted in at least five public places of the township.

The township board must file with the county clerk and the county commissioner of schools of the county where the township is located, a certified copy of the petition and their findings.

Form of notice to be used

To the County Clerk of County, Michigan:

We herewith file with you a copy of a petition signed by a majority of the legal school electors of the Township of County of Michigan, praying for the formation of a township school district in said township. At a meeting of the township board

of said township on the day of, A. D. 19...., at the of said township the list of names on the
 (Tell place.)

petition was compared with names appearing on the list of registered school electors of said township and it was found that a majority of the school electors of said township had signed the petition for the organization of a township school district under Act No. 176 of the Public Acts of 1891, as amended.

Attached hereto is a copy of their petition with the names of the legal voters as they appeared on said petition. We certify that the same is a true copy of said petition and names on file in the office of the township clerk of said township.

Township Board	Supervisor Clerk Justice Justice
----------------	---	---

(NOTE: A copy of the above addressed to the county commissioner of schools must also be filed in his office.)

Form of notice to be used by the township board to give notice of the election of trustees

To the School electors of Township, County, Michigan:

You are hereby notified that a majority of the school electors of Township County, Michigan, have filed with the township clerk of said township, a petition for the organization of a township school district under Act No. 176, Public Acts of 1891, as amended. A meeting of the legal voters of said township will be held at the.....
 on July....., 19....
 (This must be held where the township meetings are held.)

the same being the second Monday of July, at three o'clock p. m. for the purpose of electing, by ballot, five trustees, one for the term of one year, two for the term of two years, and two for the term of three years, and for the transaction of such other business as may lawfully come before the meeting.

.....
 Township Clerk

(NOTE: The polls must be kept open four hours.)

At this first election the township board acts as the board of election inspectors and canvasses the votes in the same manner as votes for the election of township officers. The trustees must be elected by ballot, and the person declared elected must receive a majority of all the votes cast,

Section 5893. After the first election, the qualified voters present designate three qualified voters present to act as a board of election inspectors and canvassers.

The township clerk must within five days after election notify, in writing, the trustees elected and within five days after such notice the trustees must file their affidavit and acceptance with the township clerk. Trustees elected after the school board is organized file their affidavit with the secretary of the board of education.

The members of the board of education meet on the fourth Monday of July following the election and elect from their members a president, secretary, and treasurer. These officers serve in this capacity during the time for which they are elected trustees.

Immediately after the organization of the board of education the several school boards of the districts of the township must turn over the school property, records and moneys to them.

The board of education may divide the township into sub-districts and number them.

The board of education after organization is governed by the provisions of Act No. 176, of Public Acts of 1891, as amended, and such parts of the general school laws and the provisions of the graded school act, as are not inconsistent with the act creating this organization.

Rural Agricultural School Act

Which Provides State Aid When Three or More Rural Schools Are Consolidated

AN ACT to provide for the establishment of rural agricultural schools by consolidating three or more rural schools in any school or township district; for the organization of school districts in certain cases; for teaching agriculture, manual training and home economics therein, and providing State aid for the maintenance thereof.

(Act 226, P. A. 1917 as amended by Act No. 81, P. A. 1919)

The People of the State of Michigan enact:

Sec. 1. Three or more rural schools which have been or may hereafter be consolidated and in which the teaching of agriculture, manual training and home economics shall or may be established as part of the regular courses of study, shall be known as rural agricultural schools and shall be entitled to State aid for the maintenance thereof, if built, equipped, and managed as provided for in this act.

Sec. 2. Such rural agricultural schools shall be divided into two classes, viz.:

(a) Class (a) shall include rural agricultural schools with less than twenty acres of ground and having a corps of teachers consisting of one principal and two or more teachers who are engaged to teach during not less than nine months in any one year.

(b) Class (b) shall include rural agricultural schools with twenty or more acres of ground used partly or wholly for the teaching of practical agriculture and animal husbandry and having a corps of teachers consisting of one principal, who is engaged for a year of twelve months, and of two or more teachers who are engaged during not less than ten months in any one year.

Sec. 3. Whenever the district boards of three or more rural school districts deem it advisable to establish a rural agricultural school by consolidating the territory of said districts, the boards may submit the question of consolidating to the qualified school electors of their respective districts, or whenever the district board of any township school district deems it advisable to establish a rural agricultural school within said township school district, it may submit the question of establishing such school to the qualified school electors of said township school district. The question of establishing a rural agricultural school may be submitted to the qualified school electors either at the annual school meeting or at a special meeting held for such purpose, notice thereof in either case being given not less than twenty days prior to the time of holding such meeting by posting three or more notices in each district or township affected. The polls shall be open at least seven hours, and the voting shall be by ballot. The board shall determine the form of ballot to be used and the hour at which the polls shall be open, which hour shall be stated in the notice: Provided, Such question shall be submitted and notice given as above stated whenever ten per cent or more of the resident school electors of such districts or township affected shall sign and file with their respective district or township school board a petition or petitions asking that such question be submitted at the next annual school meeting or at a special meeting to be held for such purpose: Provided, That if a majority of the qualified school electors present and voting at such annual or special meeting shall vote in favor of the establishing of a rural agricultural school, the school board shall within five days file a certified statement of such vote with the county commissioner of schools of the county: Provided, That if the school districts to be consolidated are located in more than one county, the certified statement of each rural school board shall be filed with the county commissioners of schools concerned, and it shall be the duty of these county commissioners of schools to designate one of their number to call the election provided for in section four of this act. In case

the county commissioners of schools cannot agree as to which one of them shall call the said election, the Superintendent of Public Instruction shall designate the county commissioner whose duty it shall be to call the election herein designated. The consolidation of the rural districts shall become effective whenever the county commissioners of schools shall receive certified statements of the affirmative vote of three contiguous school districts to establish a rural agricultural school: Provided. Whenever a majority of the qualified school electors of any township school district shall vote to establish a rural agricultural school, the township school board of said township shall proceed to establish a rural agricultural school as provided in this act, and the rural agricultural school so established in a township school district shall be a part of the school system of said township district: Provided, Any rural school district adjoining a rural agricultural school district by a majority vote of the qualified school electors present and voting in each district affected at any annual or special meeting called for the purpose may be annexed to the said rural agricultural district by the township board or township boards of the township or townships in which said territory lies. Such annexation shall not operate to affect the legal organization of said rural agricultural school district. It shall be the duty of the school board of each district concerned to file within ten days a certified statement of the affirmative vote for annexation with the township clerk of the township in which the schoolhouse of said rural school district is located. The said township clerk shall, within twenty days after receiving the certified statements from both districts, call a meeting of the township board or boards in the same manner as is provided under the general school laws for the changing of boundary lines of school districts. At said meeting the township board or boards shall annex the territory of said rural district to the territory of said rural agricultural district: Provided, That school electors as mentioned in this act shall include every citizen of the United States of the age of twenty-one years, male or female, who owns property which is assessed for school taxes in the district or who is the parent or legal guardian of any child of school age included in the school census of said district and who has resided in said district three months next preceding such election.

Sec. 4. Whenever the consolidation of three or more contiguous rural school districts becomes effective as provided in section three, the county commissioner of schools designated in section three shall call a district election for the second Monday in July following by posting notices at least ten days prior thereto, and at least one notice in each district affected, in three of the most public places in the territory which is consolidated. At such election a board of education of five trustees for the rural agricultural school district shall be elected by ballot by the qualified school electors of such rural agricultural district, one trustee for one year, two for two years, and two for three years and annually thereafter a successor or successors to the member or members whose term of office shall expire. The term of office of trustee after the first election shall be three years. The qualifications for office holding shall be the same as those provided in the general school laws for members of the board of primary districts. Within ten days after his election each member shall file with the county commissioner of schools calling the election an acceptance of the office to which he has been elected, accompanied by an affidavit setting forth the fact of eligibility as prescribed in the general school laws. The county commissioner of schools shall file these affidavits and acceptances with the secretary of the board after the organization of the board and its election of a secretary. Thereafter the affidavits and acceptances of office shall be filed with the secretary of the board. The board of education shall annually, and within fifteen days after the annual meeting, or within fifteen days after the organization under this act, elect from its own number a president, secretary and a treasurer, and for cause may remove the same from such offices and may appoint others of their number in such places, and these officers shall perform the duties prescribed by the general school law for the moderator, director, and treasurer of the district, except as is inconsistent with the provisions of the graded school act and with the provisions of this act. The board of education shall have power to fill any vacancy that may occur in its number until the next annual meeting, and if three vacancies occur at the same time a special meeting of the district shall be called to elect members of the board to fill such places. Within thirty days after his appointment, the treasurer of the board shall file with the secretary an official bond in such an amount and form as may be determined by said board. Said bond may be either personal or of some surety company authorized to do business in this

State, and it shall be given for a sum not less than the greatest amount of money that the treasurer may have in his possession or under his control at any time during his term of office, as near as the same can be determined. When a personal bond is given it shall be signed by not less than two sureties, each of whom shall justify under oath to the full amount of the bond. If a surety bond is required and purchased, it may be at the expense of the district. Whenever, in any case, the board of education shall fail or neglect to elect the officers of the board named in this section within fifteen days next after the annual meeting, or after the organization of the district, the township board of the township within which the school-house of said district is located shall appoint the said officers from the members of the board.

Sec. 5. Within ten days after the organization of the board of education provided for in section four the funds and property of each school district shall be turned over to the board of education of such consolidated district.

Sec. 6. Any school district formed under the provisions of this act in township school districts shall be subject to all the provisions of the act under which said township school district is organized, not inconsistent with the provisions of this act. All other rural agricultural schools organized under the provisions of this act shall have the powers and privileges conferred upon graded school districts by the laws of this State, all the general provisions of which relating to primary schools shall apply and be in force in said district except such as shall be inconsistent with the provisions of this act.

Sec. 7. Rural agricultural school buildings shall be community centers and be available to residents of the district or township for meetings after school hours or when school is not in session, and the board of education shall grant the use thereof providing such meetings are not held for political or religious purposes. A janitor shall be engaged for the entire year to care for buildings and grounds during school hours and when public meetings are held.

Sec. 8. Plans for rural agricultural school buildings shall be approved by the Superintendent of Public Instruction. Such buildings shall be erected by advertising for sealed bids and shall contain six or more rooms, one assembly room or two rooms with removable partition. They shall be properly ventilated, have an ample water supply, toilets with proper sewerage, a central heating and lighting plant, a library and suitable equipment and apparatus for the teaching of agriculture, manual training and home economics.

Sec. 9. The board of education shall provide a sufficient number of vehicles for the transportation of pupils from and to their homes and shall designate the routes over which such vehicles are to travel: Provided, That no pupils shall be compelled to walk further than one mile from their homes to the nearest route. Such vehicles shall be of ample capacity, shall be enclosed to keep out rain or snow and be provided with robes or foot warmers during cold weather. In case less than six pupils reside on or near any one route, such pupils may be boarded at some convenient place if the cost is less than the cost of transportation.

Sec. 10. Teachers in home economics shall have teachers' certificates and be graduates of, or have taken a sufficient course in college or normal school, where science in home economics is taught, and be qualified to teach home economics as determined by such tests as may be required by the Superintendent of Public Instruction.

Sec. 11. Teachers of agriculture and teachers of manual training in rural agricultural schools shall, in addition to the regular teachers' certificate, hold a certificate or diploma from a university, college, or State normal school and be qualified to teach agriculture or manual training as determined by such tests as may be required by the Superintendent of Public Instruction.

Sec. 12. The principal in class (a) shall be the holder of at least a State life certificate or a State normal school diploma or shall have educational qualifications equivalent thereto. Said principal shall have all the powers and duties conferred upon the superintendent of schools in section three of the graded school act, except in township unit districts employing a superintendent of schools.

Sec. 13. The principal in class (b) shall hold a teachers' life certificate and have not less than two years' successful experience in other schools. He shall have practical experience in farm work and be either a graduate from any state agricultural college or a state normal school having a course in agriculture or have a certificate from such college or normal school showing that he has taken a course of not less than two years in such college or normal school and is qualified to teach

agriculture and manual training. During the two months when school is not in session, he shall supervise boys' and girls' club work as carried on by the United States Department of Agriculture in co-operation with the Michigan agricultural college; he shall assist in supervising farm demonstrations which may be carried on in his district and he shall give such assistance and advice as may be required by farmers in such districts.

Sec. 14. As State aid to assist in the maintenance of rural agricultural schools, each of such schools shall be entitled to receive two hundred dollars a year for each vehicle used for the transportation of pupils. In addition thereto class (a) schools shall be entitled to receive the sum of six hundred dollars a year and class (b) schools shall be entitled to receive the sum of nine hundred dollars a year.

Sec. 15. Whenever rural agricultural schools are built and equipped and qualified teachers are engaged as specified in this act, the president and secretary of the board of education having control of such schools, shall notify the Superintendent of Public Instruction, specifying the location of said schools, the number of rooms contained therein and the equipment thereof, the number of acres of land connected therewith and in possession of the township or consolidated district, the number of teachers engaged and their respective qualifications, the number of school months for which said teachers and principal have been engaged, the barns and kinds of livestock, if any, and the number of vehicles engaged for the transportation of pupils.

Sec. 16. Within thirty days after receiving the notice mentioned in section fifteen, the Superintendent of Public Instruction shall satisfy himself that such rural agricultural school has been erected and equipped as provided for in this act. If unable to inspect said school, he shall request such inspection to be made within said thirty days by the commissioner of schools of the county in which said rural agricultural school is located, and he shall thereupon send to the auditor general a copy of the aforesaid notice with his endorsement, showing that said rural agricultural school has been built and equipped as provided for in this act, and that such township or consolidated district is entitled to receive the State aid specified for either class (a) or class (b), as the case may be and as mentioned in section fourteen of this act.

Sec. 17. There is hereby appropriated out of the moneys in the treasury to the credit of the general fund not otherwise appropriated, the sum of five thousand dollars for the fiscal year ending June thirty, nineteen hundred eighteen, and the sum of ten thousand dollars annually thereafter, or so much thereof as may be necessary for carrying on the purposes of this act. The annual amount which any rural agricultural school may be entitled to shall be paid in quarterly installments to the treasurer of the board of education of the district or township in which said rural agricultural school is located.

Sec. 18. The auditor general shall incorporate in the State tax for the year nineteen hundred seventeen, the sum of five thousand dollars, and for the year nineteen hundred eighteen and each year thereafter the sum of ten thousand dollars, which sums, when collected shall be credited to the general fund to reimburse the same for the moneys hereby appropriated.

Sec. 19. The auditor shall hereafter send to the legislature a statement showing the number and location of rural agricultural schools receiving State aid, the total amount of such State aid and the number and location of rural agricultural schools applying for and not yet receiving such State aid.

Sec. 20. Rural school district as used in this act shall include any primary or graded school district that does not contain within its limits an incorporated village or city having a population exceeding one thousand.

Procedure for Organizing a Rural Agricultural School District as Provided in Act 226 of the Public Acts of 1917, as Amended

PROCEDURE

1. The school board should hold a meeting and prepare a resolution to submit to the legal voters of the district the question of uniting the territory of the district with that of other contiguous rural school districts for the purpose of forming a rural agricultural school district as provided in Act 226 of the Public Acts of 1917, as amended.

2. The director or secretary of the school board of the rural school district which is to vote upon the question of consolidation must post at least three notices in the district. These notices must be posted twenty days, not including the day of posting.

3. The notices of the meeting must state the year, month, day and hour that the polls are to open.

4. The polls must be kept open continuously for seven hours and the school board must provide a suitable ballot box.

5. The school board conducts the voting, counts the ballots, and notifies the county commissioner of schools if the district votes in favor of consolidating its territory with that of other rural school districts.

6. Either or both of the following classes of voters may vote upon the question of forming a rural agricultural school district:

(a) Parents or legal guardians of children of school age whose children's names are upon the census list of the district voting.

(b) Persons having real or personal property assessed for school taxes in the district.

In addition to one or both of the above qualifications the voter must have the three following qualifications:

1. Twenty-one years of age
2. Full citizen of the United States
3. Three months' residence preceding the meeting.

7. A majority vote of the legal voters present and voting is sufficient to authorize the consolidation of the territory of the district with that of other contiguous school districts.

8. If a school board of a rural agricultural school district will not call a meeting of the legal voters for the purpose of voting upon the question of organizing a rural agricultural school district the legal voters may require the board to do so by presenting it with a petition signed by at least ten per cent of the legal school voters of the district.

9. A county commissioner of schools calls the first annual meeting in a rural agricultural school district. The voters at the first annual meeting select a school board of five members for the rural agricultural school district.

(See Section 5667 of the General School Laws of 1919 for other powers of the legal voters at the first annual meeting.)

10. A rural agricultural school district is governed by the graded school act (Sections (120 to (125) of the 1919 School Laws), and the Graded School Laws in everything not inconsistent with Act 226 of the Public Acts of 1917, as amended.

11. The qualifications for holding office in a rural agricultural school district are the same as those provided in the General School Laws.

Form of notice to be used to call a special meeting of the legal voters of a rural school district to vote upon the question of organizing a rural agricultural school district, as provided in Act 226 of the Public Acts of 1917, as amended.

A special meeting of the legal voters of school district No. in the township of, County of and State of Michigan, will be held at on the day of 19...., at o'clockM., for the purpose of voting on the question of consolidating the territory of said district with that of other contiguous school districts in order that a Rural Agricultural School may be organized as provided in Act 226, Public Acts of 1917, as amended.

The voting on said question of consolidation for the purpose of organizing a rural agricultural school as provided in Act 226, Public Acts of 1917, as amended, will be by ballot, and the polls will open at o'clockM., and remain open seven hours on the date herein named for the special meeting of said district.

Dated this day of, 19....

(Signed)

Director

Form of ballot to be used when a rural school district votes on consolidating its territory with that of other districts for the purpose of organizing a rural agricultural school, as provided in Act 226 of the Public Acts of 1917, as amended.

Shall School District No. in the township of, County of, and State of Michigan, consolidate the territory of said district with that of other contiguous school districts for the purpose of organizing a rural agricultural school, as provided in Act 226, Public Acts of 1917, as amended?

() Yes

Shall School District No. in the township of, County of, and State of Michigan, consolidate the territory of said district with that of other contiguous school districts for the purpose of organizing a rural agricultural school, as provided in Act 226, Public Acts of 1917, as amended?

() No

Form of notice to be used by a school board of a rural school district to notify the county commissioner of schools that a rural school has voted to unite its territory with that of other contiguous rural school districts, as provided in Act 226 of the Public Acts of 1917, as amended.

To the County Commissioner of Schools of County,
Michigan:

This is to certify that School District No. of the Township of, County of and State of Michigan, at a meeting of the legal school electors of said district held on the day of, A. D. 19...., voted in favor of consolidating the territory of said district with that of other contiguous rural school districts, as provided in Act 226 of the Public Acts of 1917, as amended. The total number of votes cast was, of which were in favor of consolidation, and against consolidation. There were blank ballots.

Dated this day of, A. D. 19....

School Board

Moderator (President)

Director (Secretary)

Treasurer

Trustee

Trustee

Form of notice to be used by the county commissioner of schools to call the first district election held in a rural agricultural school district, as provided in Act 226 of the Public Acts of 1917, as amended.

To the legal school electors of District No. of the
Township of County of ;
of District No. of the Township of ,
County of ; of District No. of the
Township of County of ;
of District No. of the Township of ,
County of ; of District No. of the
Township of County of ;
of District No. of the Township of ,
County of ; of District No. of the
Township of County of ;
of District No. of the Township of ,
County of ; and State of Michigan:

The first school district meeting in the rural agricultural school district comprising the territory contained in the above named school districts will be held, as provided in Act 226, Public Acts of 1917, as amended at
..... on the second Monday of July, the day of July, A. D. 19..., at o'clock in the for the purpose of
electing a board of education of five trustees for said rural agricultural school district, one trustee for one year, two for two years, and two for three years, and for the purpose of transacting such other business as may lawfully come before said meeting.

Dated this day of, A. D. 19....

County Commissioner of Schools of County, Michigan

